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THIRD ANNUAL REPORT

OF THE

PHILIPPINE CIVIL SERVICE BOARD

TO THE

CIVIL GOVERNOR OF THE PHILIPPINE ISLANDS AND THE UNITED  
STATES PHILIPPINE COMMISSION

FOR THE

YEAR ENDED SEPTEMBER 30, 1903.

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MANILA:  
BUREAU OF PUBLIC PRINTING,  
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Office of the Secretary, Bureau of Education

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## THIRD ANNUAL REPORT OF THE PHILIPPINE CIVIL SERVICE BOARD.

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MANILA, P. I., October 1, 1903.

GENTLEMEN: In accordance with the provisions of section 7 of the Civil Service Act the Board has the honor to submit its Third Annual Report covering the period from October 1, 1902, to September 30, 1903.

### EXAMINATIONS AND APPOINTMENTS.

The first table in the Appendix, giving the results of all educational examinations held during the year covered by this report, shows a remarkable increase in the number of persons examined, the total being 5,216, only 533 less than the total number previously examined since the organization of the Board. This large increase is due principally to the great number of Filipinos entering examinations, 3,526 being examined in Spanish, 102 more than during the preceding two years and 1,205 more than during the year ended September 30, 1902. The number of persons examined in English is 1,690, or 82 more than during the preceding year, many of those examined in English being Filipinos.

The number of persons obtaining eligible grades in examinations is noticeable. In Spanish 1,875 passed, compared with 1,531 during the preceding two years and 1,051 during the year ended September 30, 1902; in English 1,061 passed, 68 more than during the preceding year and 334 less than the preceding two years.

The total number of competitors taking educational examinations since the organization of the Board is 10,965, of whom 5,862 passed; 4,015 of these were examined in English, 2,456 passing, and 6,950 in Spanish, 3,406 passing. Noneducational examinations are not included in the above summary.

As a result of examinations for original appointment held in the Philippine Islands, 837 English-speaking eligibles were appointed, 111 more than during the preceding year, and 885 Spanish-speaking eligibles, an increase of 217. Including those appointments made by promotion, reduction, transfer, or reinstatement, and as a result of examinations held in the United States, 3,841 appointments have been attested by the Board during the year as compared with 2,481 appointments during the preceding twelve months.

It is gratifying to note that the ratio of the number of Filipinos appointed to the number of Americans is gradually increasing. It has been difficult to induce many heads of Bureaus to employ Filipinos freely, as persons selected from Spanish registers naturally require more instruction in American office methods than those selected from English registers. However, the success of the Forestry Bureau, the Board of Health, the Weather Bureau, and other Bureaus, in employing Filipinos principally, and the difficulty in securing a satisfactory class of appointees from the United States, have aided in inducing many Bureau chiefs to appoint Filipinos on trial. Some officials who were firmly of the opinion that Filipinos could not be used successfully in their Bureaus are now strong advocates of their employment. Many of them appointed to minor positions a year or two ago have since been promoted to important clerkships and their original positions filled by other Filipinos selected from the registers of the Board. There is thus a steady increase in the proportion of

Filipinos employed in the classified service. The increased educational advantages now offered Filipinos will undoubtedly fit them for the performance of many of the duties now required of Americans.

The amount of work involved in preparing the questions and rating the papers of the 5,216 persons examined during the year is greater than the figures indicate, as it was necessary to hold all of the principal examinations at least once a month and many of them, such as patrolman, prison guard, hospital attendant, and apprentice, twice a month in order to secure a sufficient number of eligibles to meet the needs of the service. This involved the preparation of an unusually large number of series of questions; moreover, nearly all examinations were given in both the English and the Spanish languages, necessitating an immense amount of translating. During the year 93 distinct kinds of examinations were held; this number does not include noneducational examinations.

#### AMENDMENTS TO THE CIVIL SERVICE ACT.

On January 9, 1903, the Commission passed Act 589, amending Act 5, the Civil Service Act. Many important changes were made by this amendment, the principal of which are as follows:

(a) The Civil Service Act is made applicable to all appointments of civilians in the Bureaus and Offices of the Government of the Philippine Islands, subject to the limitations of the Acts organizing such Bureaus and Offices and with the provision that persons appointed by the Civil Governor, by and with the advice and consent of the Philippine Commission, and persons employed merely as laborers shall not be included in the classified service unless otherwise specifically provided by law. Originally it was necessary to classify each new Bureau by an amendment to the Civil Service Act, and this classification was usually made some time after the creation of the Bureau, the original force of officers and employees being selected without regard to the Civil Service Act and Rules. Unclassified positions are now clearly defined.

(b) It is provided that the Board shall determine whether promotion examinations shall be competitive or noncompetitive.

(c) Examinations are required to be held in all the provinces.

(d) The age limits for entrance into the classified service are required to be fixed by rule.

(e) Section 13, relating to frauds, is made more comprehensive.

(f) Punishment in the matter of political contributions is limited to the receiving officer or employee.

(g) On and after September 1, 1903, all appointments of teachers in Manila and of teachers of English in the Philippine Islands are required to be made in accordance with the provisions of the Civil Service Act and Rules.

#### REVISION OF THE CIVIL SERVICE RULES.

Immediately after the enactment of Act 589, the Civil Service Rules were revised by the Board and certified to the Civil Governor, who approved them January 13, 1903.

Some of the changes introduced in the revision are as follows:

(a) It is declared to be the purpose of the appointing power to fill vacancies in the unclassified service by promotion whenever competent persons may be found in the service.

(b) The general age limits for entrance to civil-service examinations are fixed at eighteen and forty years, but provision is made that these limits may be extended for any examination whenever, in the discretion of the Board, the needs of the service require it.

(c) It is provided that a person who originally entered the classified service

without examination may not be reinstated after separation therefrom until he has passed the examination required for original entrance to the position to which reinstatement is proposed.

(d) All heads of Bureaus and Offices are required to keep a continuous and comparative efficiency record of their employees, open to the Board's inspection, and to render efficiency reports to the Board quarterly.

(e) Pending the adoption of competitive promotion regulations for any Bureau, Office, or branch of the service, no person is allowed to be promoted from one class to another until he shall have passed noncompetitively the examination prescribed for original appointment to the position to which promotion is proposed, and the increase in salary shall not take effect prior to the date of passing the examination.

(f) All appointments to classified positions, whether original, by promotion, reduction, transfer, or reinstatement, must be made upon a form prescribed by the Board and forwarded to it for attestation and transmission to the Civil Governor or proper Secretary of Department for approval. This regulation acts as a check upon illegal appointments to classified positions.

(g) It is provided that no unclassified employee shall perform the duties of a classified position, and no classified employee shall, without the consent of the Board, perform the duties of a position not contemplated by his entrance examination.

(h) Heads of Bureaus or Offices are required to report monthly to the Board all absences of their employees from any cause whatever.

(i) The Board is allowed, in its discretion, to restore to the register of eligibles for the remainder of the period of eligibility the name of an appointee who has been separated from the service during his term of probation without delinquency or misconduct.

#### THE MERIT SYSTEM APPLIED IN MAKING PROMOTIONS.

On the day following the approval of the revised Rules by the Civil Governor the general regulations governing promotions by competitive examination and the regulations governing promotions in the uniformed police force of the city of Manila were prescribed by the Board.

Since the submission of the last Annual Report a systematic method of keeping an efficiency record of employees has been devised, and a report of such record is required to be transmitted quarterly to the Civil Service Board. The data thus obtained, together with the service record kept by the Board for each employee in the service, furnish a basis upon which promotions may be made according to merit. The keeping of these records greatly stimulates employees to do the very best work of which they are capable.

In the Appendix may be found the promotion regulations mentioned above and an outline of the several forms used in keeping the efficiency record of employees.

#### AMENDMENT TO ACT 25 GOVERNING APPOINTMENTS AND REMOVALS.

The large increase in the number of original appointments, promotions, reductions, and removals requiring the approval of the Civil Governor under Act 25, as amended by Acts 301 and 329, led to a further amendment of this Act on January 9, 1903 (Act 588), providing that appointments to and removals from positions in Bureaus or Offices under the executive control of the Secretaries of Departments shall be subject to the approval of the Secretary of Department exercising executive control over the Bureau or Office in which the appointment or removal is made, leaving appointments and removals in the other Bureaus and Offices in the Philippine civil service subject to the approval of the Civil

Governor. By this amendment the Civil Governor is relieved of the burden of approving a large number of appointments and of reviewing the proceedings in a large number of cases of removals and reductions.

CONDITIONS OF THE APPOINTMENT OF PERSONS IN THE UNITED STATES TO THE PHILIPPINE SERVICE.

Prior to June 1, 1903, a person in the United States appointed to this service under the provisions of Act 80, as amended by Act 338, was furnished free ocean transportation to Manila and immediately upon arrival in the Philippines was reimbursed for the amount expended by him for subsistence en route from place of embarkation and paid half salary for the period consumed in making the ocean voyage to the Philippines. After the expiration of six months of satisfactory service the appointee was reimbursed for the expenses incurred by him in traveling from his residence in the United States to the place from which he embarked for Manila.

It was not an uncommon practice for persons appointed to this service under the provisions of Acts 80 and 224 to leave the service before the completion of the two years' service required of them. Some deserted immediately on arrival after collecting the amount paid for half salary and subsistence on transport, and others left after having also received from the Government the payment for all expenses in connection with transportation and subsistence from place of residence in the United States to San Francisco, made at the expiration of six months' service.

With a view to discourage appointees from leaving before the expiration of the two years which they are required to serve under the conditions of their appointment, Act 643 was enacted, amending Acts 80 and 338 and repealing Act 224. By the provisions of Act 643 a person appointed in the United States to the Philippine civil service is required to sign a contract that he will remain in the service for at least two years. He may pay his own traveling expenses from place of residence to Manila, provided that if any part of his traveling expenses is borne by the Government of the Philippine Islands, 10 per cent of his monthly salary shall be retained until the amount retained is equal to the amount borne by the Government; it is further provided that the necessary traveling expenses from his residence in the United States to Manila paid by him, either originally or through deduction from his salary, shall be refunded at the expiration of two years' satisfactory service, and that the half salary allowed en route from place of embarkation to Manila shall be paid at the expiration of the same period of satisfactory service.

It is believed that this amendment will tend to prevent the violation of the agreement to serve two years under which appointments are made, and thereby aid in promoting stability in the service. However, should an appointee leave before the expiration of his contract, the Government will lose only a small amount, as half salary while en route to the Islands will not have been paid to him and the part of his salary retained will be forfeited to the Government.

For reasons similar to those for which Act 643 was enacted, Executive Order 67 was promulgated by the Civil Governor on August 5, 1903, prohibiting disbursing officers from paying any salary to or upon the order of any employee appointed in the United States to a position in the Philippine civil service under the provisions of Acts 224 or 643 while such employee is enjoying accrued leave of absence which may have been granted to him prior to his having completed two years of service until five days after return to duty.

Until recently it was customary to provide free transportation on United States Army transports to all appointees coming to the Philippine Islands, and to most employees returning therefrom, either permanently or on leave. As it

became impossible to secure such transportation, Act 697 was enacted on March 23, 1903, providing for the transportation on commercial liners of employees and their families.

Executive Order 75 provides a method of qualifying for reëntrance into the service for persons who have left it in violation of law or contract. Any person desiring to qualify for reëntrance to the Philippine civil service under the provisions of this order must first take the matter up with the Civil Service Board.

#### SICK LEAVE.

In its last Annual Report the Board stated that it was convinced that the sick-leave privilege was being abused, and that it had recommended the adoption of an Executive Order governing the granting of leaves of absence.

On November 11, 1902, section 3 of Act 80, allowing leave of absence on account of illness, was amended by Act 515 so as to provide that after the return to duty of an applicant for sick leave he shall establish by evidence to be prescribed in regulations adopted by order of the Civil Governor the fact that he was ill and unable to be on duty on account of illness, and that his claim is meritorious. The amendment also provides that each application for sick or accrued leave must first be submitted to the Civil Service Board for its recommendation and then be forwarded for final action to the Civil Governor or the Secretary of the Department in which the applicant is employed. Prior to this amendment both sick and accrued leaves were granted by the head of the Bureau or Office in which the applicant was employed, and the law made no provision for a review of the decision by the Civil Governor or proper Secretary of Department. On December 1, 1902, Executive Order 112 was promulgated by the Civil Governor. A few months' experience clearly demonstrated that the conviction of the Board was fully justified. As it was found difficult to induce physicians to submit fully the evidence contemplated by the provisions of Executive Order 112, a modification of the order was recommended. This recommendation met with the approval of the Civil Governor, and on March 1, 1903, Executive Order 4 was issued as a substitute for Executive Order 112. A full record of the name, nature, etiology, history, and description of the disease or disability from which the applicant for sick leave suffered is now obtained in each case. The results of the amendment to section 3 of Act 80 and Executive Orders 112 and 4 have amply justified their adoption. From December 1, 1902, the date on which Executive Order 112 was promulgated, to September 1, 1903, sick leave to the value of \$7,358.82, which otherwise would have been approved, was disallowed.

#### ACCRUED LEAVE.

Act 80 in its application to judges of the Supreme Court and Courts of First Instance was amended by Act 867, enacted September 5, 1903, by providing for two months' vacation every year (May and June) and three months' additional vacation every third year, all leave being on full salary. It is further provided, however, that during each vacation period one judge of the Supreme Court and seven judges of the Courts of First Instance shall remain in the Islands. The vacation of two months annually is not cumulative.

Act 448, amendatory of section 2 of Act 80, provides that in case an officer or employee shall die while in the service, having to his credit earned leave of absence, the salary that would have accrued to the deceased by reason of such leave of absence and during the period thereof shall be paid to his estate.

#### HOURS OF LABOR AND OVERTIME WORK.

By the enactment of Act 724, amendatory of section 1 of Act 80, provision is made that during the heated term, from the 1st of April to the 15th of June in

each year, the heads of Departments, Bureaus, or Offices in the Philippine civil service shall have discretion to reduce to five hours the number of hours of labor required each day.

On March 9, 1903, the Board was directed by the Executive Bureau to make an investigation into the observance by the various Bureaus and Offices in Manila of the provisions of Acts 80 and 338 relating to daily hours of labor and overtime work. It was found that no uniformity exists, either in the number of hours of daily labor required or the hours during which offices are open for the transaction of public business. The average number of required hours of daily labor in the several Bureaus and Offices for the period from January 1 to May 31, 1903, was found to vary from five and one-fourth hours to six and three-fifths hours, and there was a greater variation in the overtime, the offices with the shortest required hours generally having the smallest amount of overtime. At present some offices have only one session for the day, from 7 or 8 a. m. to 1, 2, or 3 p. m., but the majority have two sessions daily, from 8 a. m. to 12 m., and from 2 or 3 to 5 p. m. The Board has recommended to the special committee of the Philippine Commission on the matter of leaves of absence, which is considering the advisability of revising Act 80, that the hours of all Bureaus and Offices in Manila be made uniform wherever practicable.

#### EXTENSIONS OF THE CLASSIFIED CIVIL SERVICE.

Act 589 provided that on and after September 1, 1903, all appointments to the position of teacher in the city of Manila and to the position of teacher of English in the Philippine Islands shall be made from registers of eligibles obtained as a result of competitive civil-service examinations.

Large numbers of special emergency positions were provided for the Board of Health at the time of the cholera epidemic, and numerous emergency positions have also been provided at various times for the Bureau of the Insular Purchasing Agent and the office of the City Assessor and Collector of Manila. All of these emergency positions have now been abolished by the Philippine Commission, and the necessary permanent increase of force in the offices mentioned has been provided. Every effort was made to have the emergency employees classified without examination or on noncompetitive examination, and failing in this to have waived the age limits barring many of them from competitive examinations, but these efforts were unsuccessful, and the permanent positions authorized have been filled by certification according to the Civil Service Rules from appropriate registers of the Board. This is in marked contrast to the practice in the United States, where temporary employees appointed for an emergency are usually retained after the emergency for which they were appointed has passed, and incorporated into the classified civil service without examination.

With the requirement that teachers shall be appointed as a result of examination, the providing of regular instead of unclassified emergency positions, and the application of the Civil Service Law and Rules to all of the provincial governments, nearly the entire Philippine civil service is classified. It is believed that it will be advantageous to the service to reduce the number of official positions excepted by section 20 of Act 5. The Board recommends that during the coming year as many as possible of these positions be transferred to section 21. This will add to the attractiveness of the classified service by increasing the opportunities therein for promotion to responsible positions.

#### UNITED STATES CIVIL-SERVICE POSITIONS IN THE PHILIPPINE ISLANDS.

On April 9, 1903, the War Department requested the Civil Governor to direct the Civil Service Board to hold examinations and make certifications to the

Commanding General of the Division of the Philippines for filling vacancies in civilian positions under the War Department above the grade of mere laborer. Since that date appointments have been made by certification from the registers of the Board. Owing to the dearth of stenographers and typewriters it has been necessary to authorize many emergency appointments to these positions. The Commanding General of the Division of the Philippines and this Board recommended that skilled workmen be excepted from examination for the present, as on account of their scarcity in the Philippines it is impossible to apply the United States civil-service rule requiring United States citizenship and satisfactory and prescribed periods of apprenticeship for eligibility to appointment to such positions. Under date of August 14, 1903, the United States Civil Service Commission advised the Secretary of War that it would "frame its recommendation to the President so as not to include skilled workmen within the classified competitive service."

The classification of civilian clerical positions in the Philippine Islands under the War Department has added considerably to the duties devolving upon the Board, but it is believed that this classification will be of great benefit to the Federal civil service and indirectly to this service.

#### TRANSFERS TO THE UNITED STATES CIVIL SERVICE.

The advisability of an amendment to the United States Civil Service Rules allowing transfers from this service to the Federal service was suggested by this Board as early as December 24, 1901, on which date a communication bearing upon this subject was addressed to the United States Civil Service Commission. It was stated therein that one of the objects of such an amendment would be to secure greater stability in the Philippine civil service by inducing appointees, in order to attain eligibility for transfer to the United States, to remain in the Islands one or two years longer than they otherwise would. On March 20, 1903, the President approved an amendment to the United States Civil Service Rules allowing the transfer to the Federal civil service of an officer or employee who has served in a competitive position in the Philippine civil service for a period of three years or more. For the purpose of securing the fullest benefit to this service from the transfer privilege the Civil Governor provided in an amendment to Rule VIII of the Philippine Civil Service Rules, dated May 24, 1903, that the three years' service required shall not include leave allowed for the purpose of visiting the United States prior to transfer. This requirement is modified by providing that if an employee does visit the United States during his first three years' service only one additional year of service shall be required. These provisions secure to the Philippine civil service the benefits contemplated by the general rule of the President.

#### TRANSFERS WITHIN THE PHILIPPINE CIVIL SERVICE.

Owing to the abuse of the transfer privilege Executive Order 50 was promulgated by the Civil Governor July 7, 1903, providing that no chief of a Bureau or Office shall, directly or indirectly, invite, solicit, or even discuss with an employee of another Bureau or Office his transfer to the Bureau or Office of such chief until the consent in writing of the head of the Bureau or Office in which the person whose transfer is desired is employed, or of the Civil Governor, is first obtained.

#### APPOINTMENTS IN THE UNITED STATES.

During the year ended September 30, 1903, 179 persons were appointed to the Philippine classified civil service as a result of examinations held in the United States or by transfer from the Federal civil service.

In requesting the appointment of eligibles in the United States the Board has continued its practice of anticipating the needs of the Philippine civil service as much as possible in order to avoid the embarrassment that would result by not sending for eligibles until vacancies have actually occurred to which they could be assigned upon arrival. The special code prepared by the Board for use in cabling for eligibles was revised in February and made more comprehensive.

#### THE PROVINCIAL CIVIL SERVICE.

From its organization the Board has been allowed a liberal appropriation for traveling expenses, but its limited office force has not permitted sending examiners into the provinces during the period covered by this report. In more than one instance the detection of collusion in provincial examinations has been followed by the indictment and conviction of members of provincial examining committees for misappropriation of funds or other violation of law.

Satisfactory registers of eligibles have been obtained in most of the provinces. The statistics in the Appendix show an increase of 454 over the previous year in the number of persons entering provincial examinations, and of 321 in the number passing them.

During the year the Board appointed as an additional member of the examining committee in each province a teacher of English located at the capital. Teachers as members of examining committees are able to render valuable assistance not only in conducting examinations but also in encouraging Filipinos to enter them.

#### OBSERVANCE OF THE CIVIL SERVICE ACT AND RULES.

The Board notes with pleasure the continued growth in the willing observance by the heads of Bureaus and Offices of the provisions of the Civil Service Act and Rules. Only by the full support of all concerned can the merit system be faithfully carried out, and the Board is glad to state that whatever tendency there was among heads of Bureaus and Offices to evade the application of the Civil Service Act and Rules, especially in the matter of promotion examinations, has now almost entirely passed away, and throughout the service it has the co-operation of practically all of the officers of the Government in its effort to maintain an efficient and honest civil service. In this connection the Board desires to state that while it has been taxed to its utmost limit in the performance of the duties devolving upon it, its labors have been lightened by the uniform encouragement given by the Philippine Commission and the Civil Governor through practical and effective legislation and executive orders adopted from time to time for the betterment of the service. The legislation and executive action affecting the civil service reviewed in this report show the amount of attention devoted by them during the year to this feature of their administration.

#### PROSECUTIONS FOR FALSIFICATION OF APPLICATIONS.

Several cases of falsification of civil-service applications have been discovered during the year. The American applicants whose prosecution has been requested have usually given assumed names, knowing that they would be barred from the service if their true names were given, or have concealed former convictions of crime for the same reason. The Filipino offenders have usually forged the signatures of prominent persons to the vouchers on their applications. All cases of falsification of a nature serious enough for prosecution and in which the Board was in possession of positive evidence of guilt have been referred to the Prosecuting Attorney of Manila. Thus far six have been tried, all being convicted, the sentences ranging from six months' to six years' imprisonment in addition to fines in some cases. Sentence was suspended in one case on account of the youth of the offender.

## REMOVALS OF OFFICIALS FOR CAUSE.

Of the entire number of persons occupying official positions since the establishment of civil government in the Islands, the records of the Board show that 39 have been removed for cause. Of this number only 5 entered the service through examination and certification by the Civil Service Board; the remainder entered without examination and certification by the Board, some prior to the passage of the Civil Service Act, others by detail from the military service as provided by law, and others by appointment to unclassified positions.

## DISTINCTIVE DUTIES OF THE BOARD.

Act 25 as amended, Executive Order 84, and Civil Service Rule X; Executive Order 21 and Civil Service Rule XI; and Act 80 and Executive Order 4 confer certain powers and duties upon the Philippine Civil Service Board which are not conferred upon the United States Civil Service Commission.

All appointments to classified positions are required to be made on a form prescribed by the Board, and the Board's attestation is required in each case before the Civil Governor or Secretary of Department will approve the appointment and before the disbursing officer will pay any salary. The papers in all cases of reduction, removal, and enforced resignation are required to be submitted to the Board for recommendation before transmission to the Civil Governor or Secretary of Department for final action. The Board is required to keep a record of all unclassified as well as classified employees in the Philippine civil service, showing among other things date of appointment, original position and salary, place of employment, all changes in status and grade, and all accrued and sick leave granted. From its service records the Board is required to compile annually, for publication on January 1, a roster of the officers and employees under the Philippine Government. Applications from employees, classified and unclassified, for accrued and sick leave for more than two days must be made on forms prescribed by the Board and forwarded to it for verification of service record and previous leave granted and for recommendation before final action is taken by the Civil Governor or Secretary of Department. This method tends to secure uniformity in the granting of leaves for the entire service and to prevent the granting of excessive accrued leave or of sick leave without proper evidence of illness.

It is seen that in many respects the Board is required to perform the duties of an appointment and record bureau for the entire service in addition to those pertaining to the examining feature of its work.

## INCREASED WORK OF THE BOARD.

The increase in the number of persons examined and the kinds of examinations held, the necessity for frequent examinations to obtain sufficient eligibles for certain classes of positions, the classification of civilian positions in the Philippines under the War Department, and the additional duties imposed upon the Board by executive orders have greatly increased the work of the Board. An addition to its office force was allowed by the Commission in the appropriation bill covering the first half of the fiscal year beginning July 1, 1903. A liberal appropriation was also made for the purchase of office furniture and equipment, and the Board is now able to seat in its examination rooms at one time two hundred competitors. This is very convenient as well as economical, as heretofore it has been necessary to secure additional quarters for all large examinations.

## CORRESPONDENCE.

During the year covered by this report the Board has prepared 12,200 type-written communications in the form of letters or indorsements, and in addition

a mass of information has been sent out through circular letters and forms, requiring considerable work in preparation. Many of the Board's communications were prepared only after personal interviews and conferences with heads of Bureaus or Offices.

#### PUBLICATIONS.

The Manual of Information relative to the Philippine Civil Service was revised and enlarged during the year, 10,000 copies being published in English and the same number in Spanish. In addition to full information relative to applications, examinations, certifications, appointments, etc., it also contains the text of the revised Civil Service Rules, together with the principal acts of the Commission (exclusive of the Civil Service Act) and executive orders of the Civil Governor relating to the Philippine civil service, the object being to make the Manual comprehensive in its information to applicants for examination with a view to appointment under the Philippine Government. For the benefit of applicants in the United States information is given relative to climate, cost of living, etc., in the Philippine Islands.

Three thousand copies of the Second Annual Report of the Board, covering the year ended September 30, 1902, were also published. The Appendix to the report contains the Civil Service Act as amended, all other acts and all executive orders relating to the Philippine civil service, the revised Civil Service Rules, the promotion regulations adopted by the Board, and a brief description of the forms prescribed by the Board for the use of officers, employees, and applicants. It also contains a review, "The Philippine Civil Service and Merit System," and a table showing the distribution of Americans and Filipinos among the various Bureaus and Offices of the Government and the compensation paid.

The Official Register of Officers and Employees in the Philippine Civil Service was revised to January 1, 1903, and published in accordance with the provisions of Executive Order 21, series of 1901.

Twenty-five hundred copies of the Manual, 1,100 copies of the Second Annual Report, and 100 copies of the Official Register were forwarded to Washington for distribution; in addition, a copy of the Manual and of the Second Annual Report was sent to each of the leading educational institutions and libraries in the United States.

#### PERSONNEL OF THE BOARD.

Under the provisions of section 1 of Act 5, the Chairman of the Board was on January 2, 1903, designated by the Civil Governor as Chief Examiner also. On April 13, 1903, he was granted leave of absence for the purpose of visiting the United States; upon his departure Examiners Bolivar L. Falconer and John E. Enright were designated by the Civil Governor as Acting Chairman and Acting Secretary, respectively, and on July 1 the Acting Chairman was appointed a member of the Board. On August 31, Señor Don Felipe Buencamino resigned his position as member of the Board to re-enter the practice of law, having been a member since July 1, 1901. Señor Buencamino was of great service in convincing the Filipinos of the impartiality and fairness of the operation of the Civil Service Law and inducing large numbers of them to enter examinations. On September 1, Dr. José E. Alemany, member of the Advisory Board of the city of Manila, was appointed to succeed Señor Buencamino.

Very respectfully,

W.M. S. WASHBURN,  
B. L. FALCONER,  
J. E. ALEMANY,  
*Members of the Board.*

**The CIVIL GOVERNOR OF THE PHILIPPINE ISLANDS.  
The UNITED STATES PHILIPPINE COMMISSION.**

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## APPENDIX.



## APPENDIX.

### *Statement of expenses of the Philippine Civil Service Board.*

Object of expenditure.	Sept. 20, 1900, to June 30, 1901.	July 1, 1901, to June 30, 1902.	July 1, 1902, to June 30, 1903.
Salaries	\$9,431.54	\$25,886.65	\$28,008.64
Transportation	960.50	287.86	45.22
Contingent expenses	1211.91	<sup>2</sup> 4,608.75	<sup>3</sup> 1,791.51
Total	10,603.95	30,783.26	29,845.37

<sup>1</sup> Not including contingent expenses paid from the general insular contingent fund.

<sup>2</sup> Including printing.

<sup>3</sup> Not including printing, which is now done by the Bureau of Public Printing.

## LAWS RELATING TO THE PHILIPPINE CIVIL SERVICE.

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[No. 5.]

### AN ACT FOR THE ESTABLISHMENT AND MAINTENANCE OF AN EFFICIENT AND HONEST CIVIL SERVICE IN THE PHILIPPINE ISLANDS.

*By authority of the President of the United States, be it enacted  
by the United States Philippine Commission, that:*

**Appointment of members of the Board.** SECTION 1. The Commission shall appoint three persons to be members of a Board to be called the Philippine Civil Service Board.

Board. The Commission shall designate one of such persons as chairman and another as secretary, and may in its discretion designate from among the members of the Board a chief examiner.

**Eligibility for appointment to the Board.** SEC. 2. No person shall be eligible for appointment as a member of the Board unless he shall be a native of the Philippine Islands owing and acknowledging allegiance to the United States, or a citizen of the United States.

**Salaries and traveling expenses.** SEC. 3. Each member of the Board shall during his incumbency reside in Manila, and shall receive an annual salary of three thousand five hundred dollars and his necessary traveling expenses.

Amended Mar. 9, 1901, Act 102. while in the discharge of his official duties. In case the Commission shall designate a member of the Board to act as chief examiner he shall receive in addition to his salary as a member of the Board a further annual compensation of five hundred dollars.

**Purpose of the act.** SEC. 4. The Board shall prepare rules adapted to carry out the purpose of this act, which is hereby declared to be the establishment and maintenance of an efficient and honest civil service in all the executive branches of the Government of the Philippine Islands, central, departmental, and provincial, and of the city of Manila, by appointments and promotions according to merit and

**Competitive examinations.** by competitive examinations where the same are practicable, and it shall be the duty of all officers in the Philippine civil service in the Departments and Offices to which any such rules may relate to aid, in all proper ways, in carrying said rules and any modifications thereof into effect.

**Extent of the classified service.** SEC. 5. This act shall apply, except as hereinafter expressly provided, to all appointments of civilians in the Bureaus and Offices of the Government of the Philippine Islands, subject, however, to the provisions and limitations of the acts organizing such Bureaus: *Provided*, That persons appointed by the Civil Governor, by and with the advice and consent of the Philippine Commission, and persons employed merely as laborers shall not be included in the classified service unless otherwise specifically provided by law.

Amended Jan. 9, 1908, Act 589.

SEC. 6. The rules to be prepared and certified by the Board shall provide:

(a) For the classification of all offices and employments included in section five.

(b) For the appointment to those offices requiring technical, professional, or scientific knowledge, by competitive or noncompetitive examinations, as the Board shall determine. Technical, professional, or scientific positions.

(c) For the selection of members of the police force and of the fire department in the city of Manila and of guards at prisons and penitentiaries by competitive or noncompetitive examination, or otherwise, as the Board, after consultation with the Military Governor and his approval, shall determine. Selection of policemen, firemen, and guards.

(d) For the selection of skilled workmen by such examinations, competitive or noncompetitive, as may be practicable, and which need not, if the Board shall so limit them, relate to more than the capacity of the applicants to labor, their habits of industry and sobriety, and their honesty. Skilled workmen.

(e) For competitive or noncompetitive promotion examinations, as the Board shall determine. In the competition the Board may provide, in its discretion, for the allowance of credit to the previous experience and efficiency of the applicant in the civil service of the Islands, to be estimated by the officer or officers under whose direction the service has been rendered, under such limitations as the Board may prescribe: *Provided*, That such credit shall not be allowed to any applicant who shall not obtain a minimum average per centum to be fixed by the Board. Promotions.

(f) For a period of probation before the appointment or employment is made permanent. Probation.

(g) For the preparation and holding in Manila and in the provinces of open competitive examinations of a practical character for testing the fitness of applicants for appointment to the classified service, and for the preparation and the holding of examinations in the United States under the auspices of the United States Civil Service Commission. Preparation and places for holding examinations.

(h) For selection, according to average percentage, from among those certified by the Board as rated highest in such competition. Selection of eligibles.

(i) For transfers under limitations to be fixed by the rules from one branch of the classified service to another, or from the Federal classified civil service of the United States to the classified service of the Philippine Islands. Transfers.

(j) For reinstatements in the service under limitations to be fixed by the rules. Reinstatements.

(k) For the examination in the Spanish language of all applicants who are citizens of the United States and in the English language of all applicants who are natives of the Philippine Islands, whenever, in the opinion of the Board, knowledge of both languages is essential to an efficient discharge of the duties of the positions sought. Examinations in Spanish and English.

(l) For the holding of noncompetitive examinations when applicants fail to compete after due notice has been given of an open competitive examination to fill an existing vacancy. Noncompetitive examinations.

(m) For a thorough physical examination by a competent physician of every applicant for examination in the United States, and in the discretion of the Board in the Philippine Islands, and for rejection of every such applicant found to be physically disqualified for efficient service in the Philippine Islands. Physical examination.

(n) For fixing age limits of applicants for entrance into the classified service. Age limits.

**Application to contain information of applicant's fitness.** (o) For eliciting from all applicants for examination full information as to their citizenship, nativity, age, education, physical qualifications, and such other information as may reasonably be required affecting their fitness for the service which they seek to enter.

**Temporary service.** (p) For the employment of clerks and other employees for temporary service where it is impracticable to make appointments as provided in this act, for terms not exceeding ninety days, but no person shall be employed under this exception for more than ninety days in a year.

**General authority to prepare rules.** (q) The enumeration herein of the subjects to be covered by the rules of the Board shall not be regarded as exclusive, but the Board shall have power to prepare and submit to the Civil Governor for his approval any rules not in violation of the limitations of the Act, which will more efficiently secure the enforcement of the Act.

**Minutes of proceedings and annual report.** SEC. 7. The Board shall keep minutes of its own proceedings, and on or before the first day of January of each year shall make an annual report to the Civil Governor and to the Commission showing its proceedings, the rules which it has adopted, the practical effect thereof, and suggestions for carrying out more effectually the purpose of this act.

**Examining committees and official examiners.** SEC. 8. The Board shall supervise the preparation and rating and have control of all examinations in the Philippine Islands under this act. The Board may designate a suitable number of persons in the Philippine civil service to conduct its examinations and to serve as members of examining committees, and when examiners with special, technical, or professional qualifications are required for the preparation or rating of examination papers it may designate competent persons in the service for such special duty, after consultation with the proper officer, or officers, under whom they are serving. The duties required of such persons as members of examining committees, or as special examiners, shall be considered as part of their official duties and shall be performed without extra compensation. When persons can not be found in the Philippine service with the necessary qualifications for special examining work that may be required, the Board is authorized to employ, at a reasonable compensation persons not in public employment for such work, which compensation shall be paid out of the general funds appropriated for the purposes of the Board, on its order.

**Authority to make investigations.** SEC. 9. The Board may make investigations and report upon all matters relating to the enforcement of this act and the rules adopted hereunder, and in making such investigations the Board and its duly authorized examiners are empowered to administer oaths, to summon witnesses, and to require the production of official books and records which may be relevant to such investigation.

**Authorization to use public buildings for examinations.** SEC. 10. The Board shall have a permanent office in the city of Manila. When examinations are to be held by the Board, either in Manila or in the provinces, officers having the custody of public buildings shall allow their reasonable use for the purpose of holding such examinations.

**Amended Jan. 9, 1903, Act 589.**

SEC. 11. The head of each office to which this act applies shall notify the Board in writing without delay of all appointments, permanent, temporary, or probational, made in the classified service in his office, of all rejections after the period of probation, and of all transfers, promotions, reductions, resignations, or vacancies from any cause in said service and of the date thereof; and a record of the same shall be kept by the Board.

Record of all changes in the service to be kept by the Board.

SEC. 12. When the Board shall find that any person is holding a position in the civil service in violation of the provisions of this act or the rules of the Board, it shall certify information of the fact to the disbursing and auditing officers through whom the payment of the salary or wages of such position is by law required to be made, and if thereafter the disbursing or auditing officer shall pay, or permit to be paid, to the person such salary or wages, the payment shall be illegal, the disbursing officer shall not receive credit for the same, and the auditing officer who authorizes the payment shall be liable on his official bond for the loss resulting to the proper government.

Appointments made in violation of law and rules.

SEC. 13. Any person in the Philippine civil service who shall willfully or corruptly, by himself or in coöperation with one or more persons, defeat, deceive, or obstruct any person in the matter of his right of examination by said Board; or who shall willfully, corruptly, and falsely rate, grade, estimate, or report upon the examination or standing of any person examined hereunder, or aid in so doing; or who shall willfully and corruptly make any false representations relative thereto or concerning the person examined; or who shall willfully and corruptly furnish any special or secret information for the purpose of improving or injuring the prospects or chances of any person so examined or to be examined, of being employed, appointed, or promoted, shall for each such offense be punished by a fine not exceeding one thousand dollars, or by imprisonment for a period not exceeding one year, or by both such fine and imprisonment.

Frauds and penalties.  
Amended Jan. 9, 1903, Act 589.

SEC. 14. Any person who shall willfully and corruptly become the beneficiary of an act in violation of the last preceding section shall be punished as provided in that section.

Beneficiary of fraudulent act subject to penalties.

SEC. 15. No inquiry shall be made, and no consideration whatever shall be given to any information, relative to the political or religious opinions or affiliations of persons examined, or to be examined, for entrance into the service, or of officers or employees in the matter of promotion: *Provided, however,* That disloyalty to the United States of America as the supreme authority in these Islands shall be a complete disqualification for holding office in the Philippine civil service: *And provided further,* That no person shall be eligible for examination or appointment under the provisions of this act, who shall be, on or after the first day of May, nineteen hundred and one, in arms against the authority of the United States in the Philippine Islands, or who shall thereafter give aid and comfort to the enemies of the United States so in arms; this provision shall not apply to those persons who were in arms against the authority and sovereignty of the United States in the Philippine Islands, or their aiders or abettors, prior to July fourth, nineteen hundred and two, who came within the provisions of the proclamation of amnesty of the President of

Political or religious opinions not to be disclosed or recorded.  
Amended Jan. 26, 1901, Act 78; Mar. 22, 1901, Act 106; June 1, 1903, Act 782.

Disloyalty a complete disqualification.

the United States issued upon said date, and who have complied with the terms of said proclamation.

Oath of allegiance to United States prerequisite to examination.

SEC. 16. Every applicant for admission to the Philippine civil service shall, before being admitted to examination in the Islands, take and subscribe the following oath before a justice of the peace in and for the province in which he is, or before a member of the Civil Service Board, the members of which are authorized to administer the same:

**OATH OF APPLICANT.**

"I, ..... , having applied for admission to the civil service of the Philippine Islands, do solemnly swear (or affirm) that I recognize and accept the supreme authority of the United States of America in these Islands and will maintain true faith and allegiance thereto; that I will obey the laws, legal orders, and decrees promulgated by its duly constituted authorities; that I impose upon myself this obligation voluntarily, without mental reservation or purpose of evasion. So help me God. (The last four words to be stricken out in case of affirmation.)

(Signature) "....."

"Subscribed and sworn to (or affirmed) before me this ..... day of ..... , 19.... "

The oath of the applicant shall be filed with the secretary of the Board.

Employees prohibited from giving to, or receiving from, one another political contributions.

Amended Jan. 9, 1903, Act 589.

SEC. 17. No officer or employee in the Philippine civil service shall, directly or indirectly, give or hand over to any other officer or employee in said service any money or other valuable thing to be applied to the promotion of any political object whatever, and a violation of this section by the receiving officer or employee shall subject the violator to a penalty of not exceeding five hundred dollars or to imprisonment not exceeding six months, or both, and upon conviction he shall be removed from office.

Solicitor of political contributions from public officers subject to penalties.

SEC. 18. No person in the Philippine civil service shall be under obligation to contribute to a political fund or to render a political service, or be removed or otherwise prejudiced for refusing to do so. Any person soliciting political contributions from public officers or employees shall be subject to the same penalties as those provided in the preceding section.

Preference in appointment.

SEC. 19. In the appointment of officers and employees under the provisions of this act, the appointing officer in his selection from the list of eligibles to be furnished him by the Board shall, where other qualifications are equal, prefer:

First. Natives of the Philippine Islands.

Second. All honorably discharged soldiers, sailors, and marines of the United States.

Extent of the unclassified service.

Amended July 16, 1901, Act 167; Nov. 29, 1901, Act 306, and Jan. 9, 1903, Act 589.

SEC. 20. The requirements of this Act for entrance into the civil service, or for promotion by examination, shall not apply to the selection of the following officers and employees:

**ALL DEPARTMENTS AND OFFICES.**

1. One private secretary to each member of the Philippine Commission, except the President.
2. Persons appointed by the Civil Governor, by and with the

advice and consent of the Philippine Commission, unless otherwise specifically provided by law.

3. Any person in the military or naval service of the United States who may be detailed for the performance of civil duties.
4. Persons employed merely as laborers.

#### EXECUTIVE OFFICE.

5. One private secretary to the Civil Governor.

#### DEPARTMENT OF THE INTERIOR.

6. The members of the Board of Health for the Philippine Islands.

7. The presidents of provincial boards of health.

8. The director of the Agricultural College and Experiment Station.

9. The Director, the three assistants, and the secretary of the Weather Bureau.

10. The Chief of the Ethnological Survey for the Philippine Islands.

11. The Superintendent and Directors of Government Laboratories.

12. The Attending Physician and Surgeon of the Philippine Civil Hospital.

#### DEPARTMENT OF COMMERCE AND POLICE.

13. Postmasters compensated on a percentage basis as provided by law.

14. Postmasters receiving not more than three hundred dollars per annum compensation for their personal salaries, who may lawfully perform the duties of postmaster in connection with the official duties with which they are charged if they be Government employees, or if not Government employees, in connection with their private business, such duties requiring only a portion of their time.

15. The Consulting Engineer to the Commission.

16. The Officer in Charge of the Improvement of the Port of Manila.

17. Detectives.

18. Any position in the Department of Commerce and Police the duties of which are of a quasi-military or quasi-naval character, and for the performance of which duties a person is commissioned or enlisted for a term of years.

#### DEPARTMENT OF FINANCE AND JUSTICE.

19. Judges and justices of the peace.

20. The Attorney-General and his assistant lawyers.

21. The Solicitor-General.

22. The Assistant Attorney-General.

23. The Supervisor and Deputy Supervisor of Provincial Fiscals.

24. Provincial fiscals.

25. The Auditor for the Philippine Islands.

26. The Deputy Auditor for the Philippine Islands.

27. The Treasurer of the Philippine Islands.

28. The Assistant Treasurer of the Philippine Islands.

29. The Superintendent of the Insular Cold Storage and Ice Plant.
30. Secret agents.
31. Customs inspectors in the provinces whose rates of compensation do not exceed one hundred and eighty dollars per annum, who may lawfully perform the duties of customs inspectors in connection with the official duties with which they are charged, if they be Government employees, or if not Government employees, in connection with their private business, such duties requiring only a portion of their time.

THE CITY OF MANILA.

32. The members of the Municipal Board.
33. The City Engineer.
34. The City Attorney and his assistant attorney.
35. The Prosecuting Attorney and his assistant attorneys.
36. The Sheriff and his deputies.

**Offices to be filled by promotion.** SEC. 21. The requirements of this act for entrance into the civil service, or for promotion by examination, shall not apply to the selection of the following officers:

Amended July 16, 1901; Act 167; Nov. 29, 1901, Act 306, and Jan. 9, 1903, Act 589.

THE EXECUTIVE OFFICE.

1. The Executive Secretary.
2. The members of the Civil Service Board.
3. The Insular Purchasing Agent.

THE PHILIPPINE COMMISSION.

4. The Secretary of the Philippine Commission.

DEPARTMENT OF THE INTERIOR.

5. The Chief of the Forestry Bureau.
6. The Chief of the Mining Bureau.
7. The Chief of the Bureau of Agriculture.
8. The Chief of the Bureau of Public Lands.

DEPARTMENT OF COMMERCE AND POLICE.

9. The Chief of Coast Guard and Transportation.
10. The Captain of the Port of Manila.
11. The Director of Posts.
12. The Assistant Director of Posts.
13. The Postmaster at Manila.
14. The Chief of Philippines Constabulary.

DEPARTMENT OF FINANCE AND JUSTICE.

15. The Collector of Customs for the Philippine Islands.
16. The Deputy Collector of Customs for the Philippine Islands.
17. The Surveyor of Customs for the Philippine Islands.
18. The Cashier of the Collector of Customs for the Philippine Islands.
19. The Collector of Customs at Iloilo.
20. The Collector of Customs at Cebu.
21. The Collector of Internal Revenue for the Islands.

DEPARTMENT OF PUBLIC INSTRUCTION.

22. The General Superintendent of Education.
23. The Chief of the Bureau of Public Printing.

24. The Chief Statistician.
25. The Chief of the Bureau of Archives.
26. The Chief of the Bureau of Architecture.

## CITY OF MANILA.

27. The Chief of the Fire Department.
28. The City Assessor and Collector.
29. The Chief of Police.
30. The chief or head of any Bureau hereafter organized, unless otherwise expressly provided by law.

But vacancies occurring in all the foregoing positions shall be filled from a class to be composed of the first, second, and third assistants in all the foregoing Offices or Bureaus: *Provided*, That competent persons may be found in the service who are available and possess the qualifications required, the intention of this provision being that the appointing power may, by virtue hereof, transfer from one office to another a person deemed competent to fill the vacancy. In case there are not two or more assistants, designated as such by law, in the office in which a vacancy occurs, the Civil Service Board may, in its discretion, include in such eligible list one or more of the subordinates in such office ranking next to the head thereof.

SEC. 22. The persons now employed in the civil service of the Philippine Islands whose positions may be classified by the operation of this act and the rules herein provided for shall, unless dismissed by proper authority, continue in the service and discharge the duties assigned them: *Provided*, That the Board may, in its discretion, require by rule that all such employees shall pass examinations practically adapted to show their fitness to fill the positions now held by them and that in case of failure to pass such examinations to the satisfaction of the Board they shall be dismissed from the service.

Employees filling positions classified by this Act subject to examination.

SEC. 23. This act shall not apply to the selection of school-teachers of the Department of Public Instruction until September first, nineteen hundred and three, on and after which date all appointments in the city of Manila to the position of teacher and in the Philippine Islands to the position of teacher of English shall be made in accordance with the provisions of the Civil Service Act and Rules.

Position of teacher to be classified.  
Amended Jan. 9, 1903, Act 589.

SEC. 24. The rules to be prepared and certified by the Board shall not take effect until approved by the Civil Governor, when they shall be promulgated by his executive order.

Approval of rules.  
Amended Sept. 5, 1901, Act 220.

SEC. 25. After the passage of this act no civilian shall be employed in the offices specified in section five of this act except in accordance with its terms: *Provided*, That between the time of its passage and the date when the Board herein created shall officially inform the Military Governor and the Commission that it is ready to certify a list of persons eligible to appointment under the provisions of this act for any vacancy occurring, appointments for temporary service may be made to fill vacancies or newly created offices to continue until such certification is made and such vacancies can be regularly filled, under the requirements of this act and the rules of the Board adopted in accordance herewith. Persons so temporarily appointed may compete in the examinations held for regular entrance to the classified service.

Temporary appointees subject to examination.

**United States money.** SEC. 26. In this act whenever a sum of money is mentioned it shall be understood to refer to the money of the United States.

**Roster of employees.** SEC. 27. Upon the passage of this act and the appointment and organization of the Board, it shall be the duty of the head of each office to which this act applies upon application by the Board to certify to the Board a complete list of all the officers and employees engaged therein, together with a full statement of the duties performed by them and the compensation received by them.

**Classes of persons admitted to examinations.** SEC. 28. No applicants shall be admitted to the competitive examinations to be held under this act who are not either:

**Amended July 16, 1901; Act 168; Jan. 9, 1903; Ac. 589.** (a) Citizens of the United States; or  
 (b) Natives of the Philippine Islands; or  
 (c) Persons who have, under and by virtue of the treaty of Paris, acquired the political rights of natives of the Islands; or  
 (d) Persons who have taken the oath of allegiance to the United States and served as members of the Army or Navy of the United States and been honorably discharged therefrom.

SEC. 29. This act shall take effect on its passage and shall be referred to as the "Civil Service Act."

Enacted, September 19, 1900.

[No. 25.]

AN ACT PROVIDING FOR THE APPOINTMENT AND REMOVAL OF SUBORDINATE OFFICERS AND EMPLOYEES IN CERTAIN DEPARTMENTS AND BUREAUS OF THE GOVERNMENT OF THE PHILIPPINE ISLANDS.

*By authority of the President of the United States, be it enacted by the United States Philippine Commission, that:*

**Amended Nov. 18, 1901, Act 301; Jan. 8, 1902, Act 329; Jan. 9, 1903, Act 588.** SECTION 1. All appointments to and removals from subordinate positions in the Philippine civil service in Offices or Bureaus under the executive control of the Secretaries of Departments shall be made by the heads of Offices or Bureaus subject to the approval of the Secretary of the Department who exercises executive control over the Office or Bureau in which the appointment or removal is made; appointments to and removals from subordinate positions in all other Offices or Bureaus in the civil service of the Insular Government shall be made subject to the approval of the Civil Governor: *Provided*, That heads of Offices and Bureaus may employ and discharge unskilled laborers whose employment is authorized by law without the approval of the Secretaries of Departments or of the Civil Governor. In case there is no head or acting head of any such Office or Bureau, or other Office or Bureau established by law, at the time when appointments to or removals from subordinate positions therein become necessary, such appointments and removals may be made by the Secretary of the Department under which the Office or Bureau is established, who shall have direct charge and supervision of such Office or Bureau, and who, or a person assigned by him for the purpose, shall have authority to make estimates for appropriation, requisitions on the Treasurer for money appropriated, and to approve all vouchers for payment.

SEC. 2. [Section two of Act Numbered Twenty-five is repealed. Repealed Jan. 9.  
1903, Act 588.

by Act Numbered Five hundred and eighty-eight.]

SEC. 3. Nothing herein shall be construed to take any of the appointments to be made to positions described in section one out of the provisions of the Civil Service Act, or to prevent the Commission from revoking action taken under section one, or making appointments to such positions, or from making removals therefrom of its own motion under the general powers conferred upon it by the instructions of the President of the United States.

SEC. 4. This act shall take effect on its passage.

Enacted, October 17, 1900.

[No. 80.]

AN ACT REGULATING THE HOURS OF LABOR, LEAVES OF ABSENCE, AND TRANSPORTATION OF APPOINTEES UNDER THE PHILIPPINE CIVIL SERVICE.

*By authority of the President of the United States, be it enacted  
by the United States Philippine Commission, that:*

SECTION 1. It shall be the duty of the heads of Departments, Amended Jan.  
Bureaus, or Offices in the Philippine civil service to require of all 28, 1902, Act 338.  
employees, of whatever grade or class, not less than six hours of labor each day, not including time for lunch and exclusive of Sundays, and of Saturdays after the hours of half past twelve postmeridian, and of days declared public holidays by law or executive order, but the head of any Department, Bureau, or Office may, in the interest of the public service, extend the daily hours of labor herein specified for any or all of the employees in his office, and in case of such extension it shall be without additional compensation: *Provided, however,* That during the heated term from the first day of April to the fifteenth day of June in each year the heads of Departments, Bureaus, or Offices in the Philippine civil service shall have discretion to reduce the required number of hours of labor each day, not including Saturdays, Amended Apr. 7,  
Sundays, and holidays, to five hours. This provision shall not 1903, Act 724.  
oblige the head of a Department, Bureau, or Office in the Philippine civil service to reduce the hours of labor to five hours, but it shall be within his discretion to reduce the number of hours if consistent with the needs of the public service; nor shall this provision be regarded as conferring a right upon officers or employees. This reduction of the required hours of labor shall not apply to the officers or employees of any Department, Bureau, or Office to whom an overtime wage is allowed and paid. The head of any Department, Bureau, or Office, the work of which is of such a nature Amended May  
18, 1903, Act 751.  
as to require the constant presence of one or more employees, may detail the necessary number of employees to perform labor on Sundays, Saturday afternoons, or public holidays, but shall exempt employees so detailed from labor on other days so that the total labor which is required of each employee so detailed during each quarter shall not be in excess of that required of other employees in such Department, Bureau, or Office not so detailed. In cases of special emergency the head of any Department, Bureau, or Office Amended Jan.  
28, 1902, Act 338.  
may also detail the necessary number of employees to perform

labor on Sundays, Saturday afternoons, or public holidays under the restrictions above provided.

SEC. 2. The head of any Department or Office may grant leave of absence with pay during a calendar year to each employee, exclusive of Sundays and days declared public holidays by law or executive order, in accordance with the following schedule: An employee receiving an annual salary of less than six hundred dollars shall be granted fifteen days' leave; an employee receiving an annual salary of six hundred dollars or more, but less than one thousand dollars, shall be granted twenty days' leave; an employee receiving an annual salary of one thousand dollars or more, but less than eighteen hundred dollars, shall be granted thirty days' leave; an employee receiving an annual salary of eighteen hundred dollars or more shall be granted thirty-five days' leave. If an employee elects in any one year to postpone any or all of the leave to which he is entitled under this section, such leave shall accumulate, and in case he is granted leave for the purpose of visiting the United States he shall be allowed, with half pay, in addition to his leave, the actual and necessary time occupied by him in going to and returning from San Francisco: *Provided*, That such leave to visit the United States under these conditions shall not be granted to any employee more than once in three years, or to any employee who has not accumulated to his credit leave allowed for two full years. The provisions of this section shall be retroactive in effect so as to entitle employees of the civil service in the Philippine Islands, whether serving as such by regular appointment or by detail from the Army or Navy of the United States, previous to this act, to any accumulated leave to which they would have been entitled had this act been in effect at the date of their employment or detail.

**Amended Aug. 30, 1902, Act 418.** The provisions of this section shall also be applicable to all heads of Bureaus and provincial officers not embraced therein, in computing their leaves of absence. Leaves of absence of provincial officers and of heads of Bureaus reporting directly to the Civil Governor shall be granted by him and of heads of other Bureaus by the Secretary of the Department embracing the Bureau in accordance with the provisions of Act Numbered Two hundred and twenty-two. In case the head of a Bureau, provincial officer, or employee of any Bureau shall die while in the service, having to his credit earned leave of absence, the salary that would have accrued to the deceased by reason of such earned leave of absence, and during the period thereof, shall be paid to the Treasurer of the Philippine Islands, and be by him administered in the manner provided in Act Numbered Two hundred and ninety, entitled "An act providing an inexpensive method of administration upon the estates of civil employees of the Philippine Government who are citizens of the United States and who die in the service of the Insular Government, leaving small estates upon which no regular administration is deemed advisable." But, in addition to the purposes for which such estate may be applied by the Treasurer, as provided by section one of the last-named act, the Treasurer is also authorized to pay the expenses of the transportation of the remains of the deceased to the United States, if such transportation is desired by the surviving relatives, so far as the funds in his

hands will enable him to pay such expenses: *Provided, nevertheless,* That if there should be a regular administration upon the estate of the deceased, then the sum due to the deceased, by reason of earned leave of absence standing to his credit, after the payment of unpaid funeral expenses and transportation of the remains, if desired, to the United States, if any, shall be turned over to the regular executor or administrator of the estate of the deceased: *And provided further,* That in case the deceased head of a Bureau, provincial officer, or employee of any Bureau was a native or citizen of the Philippine Islands, the amount due him for salary for the period of accrued leave shall be paid, not to the Treasurer of the Philippine Islands, but to the legal representative of the deceased according to law.

Amended Sept.  
8, 1908, Act 871.

SEC. 3. Where an employee in the civil service is himself ill, or in cases where any member of the immediate family of an employee is afflicted with a contagious disease, making the presence of such employee in the Department or Office in which he is employed unsafe for the health of his fellow-employees, he may be absent from duty not exceeding sixty days in any calendar year with pay: *Provided,* That he shall notify the head of the Bureau immediately of the cause of his absence: *And provided,* That after his return he shall establish by evidence, to be prescribed in regulations adopted by order of the Civil Governor, the fact that he was ill and unable to be on duty on account of illness, and that his claim is meritorious, or that a member of his family had the contagious disease above described during the period of his absence for which he claims compensation. If the period of absence because of illness of the employee himself or in his family shall exceed sixty days, he shall receive no compensation for the time so in excess of sixty days, and if the absence thus caused shall exceed six months he shall be immediately separated from the service. The question of granting leaves of absence, both in section two and section three of Act Numbered Eighty, shall be first submitted to the Civil Service Board for its recommendation, and then forwarded to the head of the Executive Department in which the applicant is employed, for his final decision, except in respect to those Bureaus not under any Executive Department, in which cases the recommendations of the Civil Service Board shall be forwarded to the Civil Governor for his final decision.

SEC. 4. The appointment of all persons residing in the United States to the Philippine civil service, whether by transfer from the United States civil service or otherwise, shall be subject to the following conditions:

Amended Jan.  
28, 1902, Act 338;  
Feb. 27, 1903, Act 648.

(1) A person residing in the United States who is appointed to the Philippine civil service may pay his traveling expenses from the place of his residence in the United States to Manila: *Provided,* That if any part of his traveling expenses is borne by the Government of the Philippine Islands, ten per cent of his monthly salary shall be retained until the amount retained is equal to the amount borne by the Government: *And provided further,* That if he shall come by the route and steamer directed, his actual and necessary traveling expenses shall be refunded to him at the expiration of two years' satisfactory service in the Philippines.

(2) He shall be allowed half salary from the date of embarka-

tion and full salary from the date of his arrival in the Islands: *Provided*, That he proceed directly to the Islands; otherwise, he shall be allowed half salary for such time only as is ordinarily required to perform the journey by the route directed: *And provided further*, That such half salary shall not be paid until after the expiration of two years of satisfactory service in the Philippines.

(3) A person residing in the United States accepting an appointment to a position in the civil service of the Government of the Philippine Islands, under the conditions named in this act, shall, before receiving such appointment, execute a contract and deliver it to the Chief of the Bureau of Insular Affairs, War Department, wherein the appointee shall stipulate that he will remain in the service of the Government of the Philippine Islands for at least two years, unless released by the Civil Governor or proper head of an Executive Department. A breach of the conditions provided in the contract or a removal for cause shall require the proper officer to withhold payment of all salary and traveling expenses due to the person employed and violating the conditions of the contract, and shall debar such person from ever entering again the public service of the Philippine Government in any of its branches. No return transportation shall be furnished to such employee. In such case, an action shall lie on the petition of the Attorney-General for the recovery of the amount expended by the Government in bringing the employee to the Philippine Islands.

(4) A person who has been employed continuously in the Philippine civil service for three years or more after the passage of the Civil Service Act shall, if he so requests, upon his retirement from the service, be furnished with transportation from Manila to San Francisco, and shall be allowed half salary for thirty days in addition to full salary for the period which he may be granted as leave of absence under the provisions of this act.

SEC. 5. This act shall take effect on its passage.

Enacted, January 26, 1901.

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[No. 148.]

AN ACT REGULATING EXPENDITURE OF MONEY UNDER APPROPRIATIONS, FORBIDDING THE ALLOWANCES TO OFFICERS OR CLERKS FOR EXTRA COMPENSATION, EXCEPT IN CASE OF CLERKS OR EMPLOYEES ACTING AS NIGHT TEACHERS IN THE PUBLIC SCHOOLS, AND REGULATING THE PAYMENT OF TRAVELING EXPENSES.

*By authority of the President of the United States, be it enacted by the United States Philippine Commission, that:*

SECTION 1. All sums appropriated for the various branches of expenditure in the public service shall be applied solely to the objects for which they are respectively made, and for no others, and no moneys appropriated for contingent, incidental, or miscellaneous purposes shall be expended or paid for official or clerical compensation.

SEC. 2. No allowance or compensation shall be made to any officer or clerk by reason of the discharge of duties which belong to any other officer or clerk in the same or any other Department, and no allowance or compensation shall be made for any extra service whatever which any officer or clerk may be required to perform unless expressly authorized by law.

SEC. 3. No officer in any branch of the public service, or any other person whose salary, pay, or emoluments are fixed by law or regulations, shall receive any additional pay, extra allowance, or compensation in any form whatever for the disbursement of public money, or for any other service or duty whatever, unless the same is authorized by law, and the appropriation therefor explicitly states that it is for such additional pay, extra allowance, or compensation: *Provided, however,* That the employment of clerks and employees in the various civil Departments as evening or night teachers in the public schools is hereby authorized, such salaries being hereby made a proper charge against the appropriations available for the payment of salaries of teachers.

SEC. 4. Hereafter actual and necessary traveling expenses only shall be allowed to any person holding employment or appointment under the Government of the Philippine Islands, and all allowances in excess of the amount actually paid, except as herein provided, are declared illegal, and no credit shall be allowed to any of the disbursing officers of the Government of the Philippine Islands for payments or allowances in violation of this provision: *Provided,* That nothing herein contained shall be construed to prohibit the payment of a per diem in lieu of actual expenses.

SEC. 5. The public good requiring the speedy enactment of this bill, the passage of the same is hereby expedited in accordance with section two of "An act prescribing the order of procedure by the Commission in the enactment of laws," passed September twenty-sixth, nineteen hundred.

SEC. 6. This act shall take effect on its passage.

Enacted, June 21, 1901.

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[No. 392.]

AN ACT AUTHORIZING THE EMPLOYMENT OF PERSONS AT SALARIES LOWER THAN THOSE FOR WHICH APPROPRIATION IS MADE, AND DESIGNATING PERSONS AUTHORIZED TO ADMINISTER OATHS FOR THE CIVIL SERVICE BOARD.

*By authority of the President of the United States, be it enacted by the United States Philippine Commission, that:*

SECTION 1. The head of any Department or Bureau may, with the approval of the Philippine Civil Service Board, appoint employees at salaries lower than those authorized and appropriated for: *Provided,* That the aggregate number of employees so authorized and appropriated for shall not be increased.

SEC. 2. The members of the Civil Service Board, or any examiner duly authorized by it, may administer such oaths as may

be necessary in the transaction of the official business of the Board.

SEC. 3. The public good requiring the speedy enactment of this bill, the passage of the same is hereby expedited in accordance with section two of "An act prescribing the order of procedure by the Commission in the enactment of laws," passed September twenty-sixth, nineteen hundred.

SEC. 4. The provisions of this act shall be effective as of April first, nineteen hundred and two.

Enacted, April 18, 1902.

[No. 697.]

AN ACT TO FURNISH TRANSPORTATION TO THE UNITED STATES TO OFFICERS AND EMPLOYEES OF THE INSULAR GOVERNMENT WHEN IT IS IMPRACTICABLE TO SECURE THE SAME ON UNITED STATES ARMY TRANSPORTS.

*By authority of the United States, be it enacted by the Philippine Commission, that:*

SECTION 1. In every case wherein it is impracticable to secure for an officer or employee of the Insular Government transportation from Manila to San Francisco on a United States Army transport, and such officer or employee is entitled by law or under his contract, after two or more years of satisfactory service, to return transportation, exclusive of subsistence, from Manila to San Francisco, the Executive Secretary is hereby authorized to issue an official request for such transportation upon any transportation company with which the Insular Government may have a contract, upon the payment to the disbursing officer of the Executive Bureau of a sum which such officer or employee would have been required to pay for subsistence if he had made the journey upon a United States Army transport, allowing thirty days for the trip. The sum so received by the disbursing officer of the Executive Bureau shall be deposited in the Insular Treasury to the credit of the appropriation, "Insular salary and expense fund." The account of the transportation company shall be paid by settlement warrant upon certification of the amount by the Auditor, and said payment is hereby made a proper charge against the appropriation designated "Insular salary and expense fund."

SEC. 2. In every case where an officer or employee is by law entitled to full traveling expenses, which include transportation and subsistence, from Manila to San Francisco or to his home or place of appointment in the United States, the Executive Secretary is hereby authorized to issue an official request for such transportation, as in the first section provided, upon any transportation company with which the Insular Government may have a contract, and the cost thereof shall be a proper charge against the "Insular salary and expense fund," and settlement shall be made as provided in the preceding section.

SEC. 3. Every transportation company upon which requests are issued shall submit to the Auditor bills for transportation fur-

nished under this act, accompanying the same with the official requests upon which the said transportation was furnished, the same to be duly receipted, showing that the transportation was actually furnished.

SEC. 4. The Executive Secretary shall certify the name of the officer or employee to whom such transportation was furnished, the Bureau or Office to which he belonged, the amount received from him and deposited in the Insular Treasury to the credit of the "Insular salary and expense fund," and shall also cite the law or authority under which the said transportation was furnished, with a true copy of the contract providing for such return transportation, if any.

SEC. 5. No transportation shall be furnished at the cost of the Insular Government when an officer or employee is going to or coming from the United States on leave of absence, except in cases specially provided by law or resolution of the Commission: *Provided, however,* That any officer or employee of the Philippine Government, insular, provincial, or municipal, going to or coming from the United States on leave of absence or for any other lawful reason may secure the benefit of the contract of the Insular Government made with the commercial lines for transportation between Manila and any town or city in the United States, either for himself or for any member of his family, including his fiancée, by applying in case he is going from Manila to the United States to the Executive Secretary for a proper order of transportation and by depositing upon the order of the Executive Secretary the proper amount due for the same with the disbursing officer of the Executive Bureau, who shall deposit such sum in the Insular Treasury to the credit of the appropriation, "Insular salary and expense fund," and in case the officer or employee or any member of his family is going from the United States to Manila by applying to the Chief of the Bureau of Insular Affairs in Washington and by depositing upon the order of the Chief of the Bureau of Insular Affairs with the disbursing agent of the Philippine Government in Washington the proper amount due for the transportation applied for; and said disbursing agent shall deposit the same with the depository of the Insular Government in the city of New York to the credit of the appropriation, "Insular salary and expense fund," and the disbursing agent of the Philippine Government in Washington shall be, and he is hereby, authorized to draw upon funds thus deposited in payment of the corresponding claims of the commercial lines for the transportation thus furnished.

SEC. 6. The public good requiring the speedy enactment of this bill, the passage of the same is hereby expedited in accordance with section two of "An act prescribing the order of procedure by the Commission in the enactment of laws," passed September twenty-sixth, nineteen hundred.

SEC. 7. This act shall take effect on its passage.

Enacted, March 23, 1903.

## CIVIL SERVICE RULES.

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**Promulgating** In the exercise of power vested in him by "An act for the establishment and maintenance of an efficient and honest civil service in the Philippine Islands," enacted September 19, 1900, as amended January 9, 1903, the Civil Governor hereby approves and promulgates the following rules, prepared and certified by the Philippine Civil Service Board, and revokes all others:

### Rule I.

#### GENERAL PROVISIONS AND DEFINITIONS OF TERMS.

**Board to prescribe regulations and forms.** 1. The Board shall have authority to prescribe such regulations in pursuance of and in execution of these rules and of the Civil Service Act as may not be inconsistent therewith, and may prescribe blank forms for all applications, examinations, certifications, reports, records, and returns received under these rules and the regulations made in pursuance thereof.

**Definitions of terms.** 2. The several terms hereinafter mentioned, wherever used in these rules, shall be construed as follows:

(a) The term "Board" refers to the Philippine Civil Service Board.

(b) The term "Civil Service Act" refers to "An act for the establishment and maintenance of an efficient and honest civil service in the Philippine Islands," enacted September 19, 1900.

(c) The term "grade" refers to a number of positions or employees arranged in a group upon the basis of the duties performed, without regard to the salaries received.

(d) The term "class" refers to a number of positions or employees arranged in a group upon the basis of the salaries received, without regard to the duties performed.

(e) The term "classified service" refers to that portion of the Philippine civil service which is subject to the provisions of the Civil Service Act and these rules.

(f) The term "unclassified service" refers to that portion of the Philippine civil service in which positions may be filled without reference to the provisions of the Civil Service Act and these rules.

(g) Whenever a sum of money is mentioned it shall be understood to refer to the money of the United States.

(h) Whenever the term "officers" is used it shall be understood to refer to civil officers employed in, or military officers detailed to, the Philippine civil service.

**Status of persons occupying civil positions prior to their classification.** 3. A person occupying a position classified by the operation of the Civil Service Act and these rules, whose appointment was made in conformity with law, shall be entitled to all the rights and benefits possessed by persons of the same class or grade ap-

pointed upon examination under the provisions of said act and these rules, except that the Board may, in its discretion, require by rule that all such employees shall pass examinations practically adapted to show their fitness to fill the positions now held by them, and that in case of failure to pass such examinations to the satisfaction of the Board they shall be dismissed from the service.

### Rule II.

#### EXTENT OF THE CIVIL SERVICE OF THE PHILIPPINE ISLANDS.

1. The civil service of the Philippine Islands shall include all appointive offices and positions of trust or employment which are now or may hereafter be occupied by civilians in the central, departmental, and provincial branches of the Philippine Government, and also in the municipal service of Manila.
2. The following-named employees or positions are not classified and vacancies therein may be filled without reference to the provisions of the Civil Service Act:
  - Extent of the service.*
  - Employees or positions not classified.*

#### ALL DEPARTMENTS AND OFFICES.

1. One private secretary to each member of the Philippine Commission, except the President.
2. Persons appointed by the Civil Governor, by and with the advice and consent of the Philippine Commission, unless otherwise specifically provided by law.
3. Any person in the military or naval service of the United States who may be detailed for the performance of civil duties.
4. All persons employed merely as laborers [and all employees whose rate of compensation is \$120 or less per annum].

#### EXECUTIVE OFFICE.

5. One private secretary to the Civil Governor.

#### DEPARTMENT OF THE INTERIOR.

6. The members of the Board of Health for the Philippine Islands.
7. The presidents of provincial boards of health.
8. The Director of the Agricultural College and Experiment Station.
9. The Director, the three Assistants, and the Secretary of the Weather Bureau.
10. The Chief of the Ethnological Survey for the Philippine Islands.
11. The Superintendent and Directors of Government Laboratories.
12. The Attending Physician and Surgeon of the Philippine Civil Hospital.

#### DEPARTMENT OF COMMERCE AND POLICE.

13. Postmasters compensated on a percentage basis as provided by law.
14. Postmasters receiving not more than \$300 per annum compensation for their personal salaries, who may lawfully perform the duties of postmaster in connection with the official duties with which they are charged, if they be Government employees, or

if not Government employees, in connection with their private business, such duties requiring only a portion of their time.

15. The Consulting Engineer to the Commission.

16. The Officer in Charge of the Improvement of the Port of Manila.

17. Detectives.

18. Any position in the Department of Commerce and Police the duties of which are of a quasi-military or quasi-naval character, and for the performance of which duties a person is commissioned or enlisted for a term of years.

#### DEPARTMENT OF FINANCE AND JUSTICE.

19. Judges and justices of the peace.

20. The Attorney-General and his assistant lawyers.

21. The Solicitor-General.

22. The Assistant Attorney-General.

23. The Supervisor of Provincial Fiscals.

24. Provincial fiscals.

25. The Auditor of the Philippine Islands.

26. The Deputy Auditor of the Philippine Islands.

27. The Treasurer of the Philippine Islands.

28. The Assistant Treasurer of the Philippine Islands.

29. The Superintendent of the Insular Cold Storage and Ice Plant.

30. Secret agents.

31. Customs inspectors in the provinces whose rates of compensation do not exceed \$180 per annum, who may lawfully perform the duties of customs inspectors in connection with the official duties with which they are charged, if they be Government employees, or if not Government employees, in connection with their private business, such duties requiring only a portion of their time.

#### CITY OF MANILA.

32. The members of the Municipal Board.

33. The City Engineer.

34. The City Attorney and his assistant attorney.

35. The Prosecuting Attorney and his assistant attorneys.

36. The Sheriff and his deputies.

**Unclassified positions filled by promotion.** It is the purpose of the appointing power to observe the principle of promotion in filling vacancies in the unclassified service: *Provided*, That competent persons may be found in the service who are available and possess the qualifications required.

**Positions subject to be filled by promotion.** 3. The following-named employees or positions shall be excepted from the requirement of examination, and vacancies therein shall be filled by promotion from a class to be composed of the first, second, and third assistants in all the Bureaus or Offices of the Philippine Government: *Provided*, That competent persons may be found in the service who are available and possess the qualifications required, the intention of this provision being that the appointing power may, by virtue hereof, transfer from one office to another a person deemed competent to fill the vacancy. In case there are not two or more assistants, designated as such by law, in the office in which a vacancy occurs, the Board may, in

its discretion, include in such eligible list one or more of the subordinates in such office ranking next to the head thereof:

**THE EXECUTIVE OFFICE.**

1. The Executive Secretary.
2. The members of the Civil Service Board.
3. The Insular Purchasing Agent.

**DEPARTMENT OF THE INTERIOR.**

4. The Chief of the Forestry Bureau.
5. The Chief of the Mining Bureau.
6. The Chief of the Bureau of Agriculture.
7. The Chief of the Bureau of Public Lands.

**DEPARTMENT OF COMMERCE AND POLICE.**

8. The Chief of Coast Guard and Transportation.
9. The Director of Posts.
10. The Assistant Director of Posts.
11. The Postmaster at Manila.
12. The Chief of Philippines Constabulary.

**DEPARTMENT OF FINANCE AND JUSTICE.**

13. The Collector of Customs for the Philippine Islands.
14. The Deputy Collector of Customs for the Philippine Islands.
15. The Surveyor of Customs for the Philippine Islands.
16. The Cashier of the Collector of Customs for the Philippine Islands.
17. The Collector of Customs at Iloilo.
18. The Collector of Customs at Cebu.
19. The Collector of Internal Revenue for the Islands.

**DEPARTMENT OF PUBLIC INSTRUCTION.**

20. The General Superintendent of Education.
21. The Chief of the Bureau of Public Printing.
22. The Chief Statistician.
23. The Chief of the Bureau of Archives.
24. The Chief of the Bureau of Architecture.

**CITY OF MANILA.**

25. The Chief of the Fire Department.
26. The City Assessor and Collector.
27. The Chief of Police.

**ALL DEPARTMENTS.**

28. The chief or head of any Bureau hereafter organized, unless otherwise expressly provided by law.

**Rule III.**

**APPLICATIONS FOR EXAMINATION.**

1. No applicant shall be admitted to competitive examination who has not taken the oath of allegiance to the United States and who is not a citizen of the United States, a native of the Philippine Islands, an honorably discharged soldier, sailor, or marine of the United States, or a person who has under and by
- Classes of persons excluded from examination.

virtue of the treaty of Paris acquired the political rights of natives of the Islands.

**Qualifications of applicants.** 2. Every applicant for examination must furnish information as to his citizenship, nativity, age, education, and physical capacity, and such other information tending to show his qualifications or disqualifications for the service, as may be required by the Board.

**Physical examination.** 3. No applicant shall be admitted to examination or be appointed in the United States for this service until he has been thoroughly examined by a competent physician and found to be physically qualified for efficient service in the Philippine Islands. A physical and medical examination may, in the discretion of the Board, be required of applicants for examination in the Philippine Islands.

**Evidence of loyalty to the United States required.** 4. No applicant shall be admitted to examination in the Philippine Islands until he has furnished evidence satisfactory to the Board of his loyalty to the supreme authority of the United States of America in these Islands.

**Applications from enlisted men.** 5. No application for examination shall be accepted from any person serving or enlisted in the Army, the Navy, or the Marine Corps of the United States unless the written consent of the proper military, naval, or marine authority under whom such person is serving or enlisted is filed with his application.

**Age limitations.** 6. No application for examination for entrance into the classified service shall be accepted from any applicant who is under eighteen or over forty years of age: *Provided*, That in the interest of good administration, the Board, with the concurrence of the head of the proper Department, Office, or branch of the service, may by regulation determine the age limitations within the maximum and minimum limits herein specified, and confine competition for such positions to persons who meet the requirements as to age: *And provided further*, That whenever in the discretion of the Board the needs of the service require it, the age limitations named herein may be extended.

**Disqualifications for examination or eligibility.** 7. The Board may, in its discretion, refuse to examine an applicant, or to certify or attest an appointment of an eligible who is physically unfitted for the performance of the duties of the position to which he seeks appointment, or who has been guilty of a crime or of infamous or notoriously disgraceful or immoral conduct, including drunkenness and dishonesty, or who has been dismissed from the service for delinquency or misconduct within one year next preceding the date of his application, or who has intentionally made a false statement in any material fact, or practiced or attempted to practice any deception or fraud in securing his examination, registration, or appointment. Any of the foregoing disqualifications shall be good cause for the removal of the person from the service after his appointment.

**Applications for trades positions.** 8. No application shall be accepted for examination for a position which belongs to one of the recognized mechanical trades unless it shall be shown that the applicant has served as apprentice or as journeyman or as apprentice and journeyman at said trade for such periods as the Board may prescribe.

## Rule IV.

## EXAMINATIONS.

1. Examinations of a suitable and practical character, absolutely impartial, and involving such subjects and tests as the Board may determine, shall be held to ascertain the relative capacity and fitness of applicants for the positions to which they seek to be appointed.

2. Whenever the Board shall find, after consultation with the head of the proper Department or Office, that a knowledge of both the Spanish and the English languages is essential to an efficient discharge of the duties of a position to be filled, the Board shall test English-speaking applicants as to their knowledge of the Spanish language, and Spanish-speaking applicants as to their knowledge of the English language.

Examinations.

Tests in both Spanish and English.

3. No person shall be appointed to, or employed in, any classified position unless he shall have passed the examination provided therefor, or unless he is specially exempt from such examination by the provisions of the Civil Service Act and these rules.

Examination a prerequisite to appointment.

4. No noncompetitive examination shall be held except under the following conditions:

Noncompetitive.

(a) When applicants fail to compete after notice has been given of an open competitive examination to fill an existing vacancy.

(b) To test fitness for promotion.

(c) To test fitness for reinstatement or transfer to a position in the service.

(d) To test fitness for positions requiring professional, technical, or scientific qualifications, when, in the judgment of the Board, it is not practicable to hold a competitive examination for such positions.

(e) To test fitness for positions of skilled workmen, mechanics, or artisans.

5. Examinations in the Philippine Islands shall be held at dates and places. Manila and in the provinces upon such dates as the Board may deem best for the interest of the service and the convenience of applicants, and examinations in the United States will be held under the auspices of the United States Civil Service Commission at the request of this Board. Previous notice of such examinations, with such general information relative thereto as the Board shall prescribe, shall be mailed to each person who has made application in due form.

Places.

6. The Board shall appoint such examining committees or special examiners as it may deem necessary from officers and employees in the Philippine civil service. The members of examining committees and special examiners shall perform such duties as the Board may direct in connection with examinations, appointments, and promotions in any part of the service which has been or may hereafter be classified, and in the performance of such duties they shall be under the direct and sole control and authority of the Board. The duties performed by members of examining committees and special examiners shall be considered part of the duties of the office in which they are serving, and time shall be allowed for the performance of such duties during the office hours of said office.

Examining committees.

**Officers to facilitate examinations.**

7. All officers of the Philippine civil service shall facilitate the examinations of the Board, and officers having the custody of public buildings at places where such examinations are to be held shall for this purpose permit and arrange for the use of suitable rooms under their charge and for furnishing and lighting the same when required.

#### Rule V.

##### RATING OF PAPERS AND ELIGIBILITY.

**Rating of examination papers.**

1. Examination papers shall be rated according to their excellence on a scale of 100, and the subjects therein shall be given such relative weights as the Board shall prescribe. After a competitor's papers shall have been rated he shall be duly notified of the result thereof.

**Eligible rating.** 2. Every competitor who attains a rating of 70 or over shall be eligible to appointment subject to the provisions of these rules, to the position for which he was examined, and the names of eligibles shall be entered in the order of their ratings, without regard to the date of examination, on the proper register of eligibles.

**Period of eligibility.**

3. The period of eligibility shall be one year from the date on which the name of the eligible is entered on the register, but this period may be extended, if, in the discretion of the Board, the needs of the service warrant it: *Provided*, That in case a person whose name is on any register shall be mustered into the military or naval service of the United States at a time when the United States may be engaged in war or in suppressing an insurrection, the period of eligibility of such person shall, under such condi-

**Suspension of eligibility.**

tions as the Board may prescribe, be considered as suspended during the time he may be serving in the Army or Navy of the United States: *And provided further*, That when the needs of the service require it, the eligibility of any person resulting from examinations held in the Philippine Islands shall be revoked during the absence of such person from the Philippine Islands.

#### Rule VI.

##### CERTIFICATIONS.

**Methods of filling vacancies.**

A vacancy in a classified position, if not filled by appointment, by promotion, reduction, transfer, or reinstatement, or through noncompetitive examination, shall be filled under the following provisions:

1. The nominating or appointing officer shall make requisition, upon a form prescribed by the Board, for the names of eligibles for the position vacant, specifying the duties of the position, and the Board shall certify to said officer from the proper register

**Three names to be certified.**

the three names at the head thereof which have not been three times certified to the office or branch of the service in which the

**Certification for temporary employment.**

vacancy exists: *Provided*, That certification for temporary employment shall not be counted as one of the three certifications to which an eligible is entitled: *And provided further*, That when-

**Certification by sexes.**

ever the request for certification, or any law, rule, or regulation, shall call for persons of one sex, those of that sex shall be certified; otherwise sex shall be disregarded in certification.

**Selections from certifications.**

2. The nominating or appointing officer shall select one of the three names certified, and, if at the time of selection there are

more vacancies than one, he may select more than one name, unless otherwise directed by the Board: *Provided*, That if an appointing officer shall object to an eligible certified, stating that because of disloyalty, physical defect, mental unsoundness or moral or other disqualifications as provided in Rule III, paragraph 7, particularly specified, such eligible would be unsuitable for the position to be filled, and if said officer shall support such objections with evidence satisfactory to the Board, certification may be made of the eligible on the register whose rating is next below those already certified in place of the one to whom objection is made and sustained.

3. In making selections from certifications of eligibles by the Board, appointing officers shall, when other qualifications are equal, prefer, first, natives of the Philippine Islands, and second, all honorably discharged soldiers, sailors, and marines of the United States. *Preference in selection.*

4. The Board, whenever practicable, shall forward to the head of the Bureau or Office in connection with each certification the applications and examination papers of the persons certified, and said officer may summon personally before him the persons certified and make such verbal inquiries of them as he may think proper. The papers forwarded by the Board to the head of the Bureau or Office for his information shall be returned to the Board with the notice of selection.

5. When a person is selected for appointment the appointing officer shall notify the Board and the Board shall notify the appointee. Upon his reporting for duty he shall receive from the appointing officer a certificate of appointment for a probationary period of six months, at the end of which period, if his conduct and capacity are satisfactory to the appointing officer, his retention in the service shall be equivalent to his absolute appointment; but if his conduct and capacity be not satisfactory he may at any time during, or at the expiration of, his probationary period be notified by the appointing officer that he will not receive absolute appointment because of such unsatisfactory conduct or want of capacity, and such notification shall discharge him from the service. The name of a probationer who has been separated from the service without delinquency or misconduct may be restored to the register of eligibles, in the discretion of the Board, for the remainder of his period of eligibility. *Probationary period authorized.* *Absolute appointment.* *Discharge of probationer.* *When the name of a probationer may be restored to the register.*

6. An eligible may waive certification or decline appointment without losing his position on the register upon furnishing reasons satisfactory to the Board, but without such action his name shall be dropped from the register upon his declination of an appointment. No eligible shall have the right to decline an appointment from the same register more than twice.

7. Certification for original appointment shall, whenever practicable, be made to the lowest class in a grade, but a vacancy in a position in any class requiring the exercise of special, technical, or professional knowledge may be filled by original appointment. *Appointment to lowest class and exception thereto.*

8. When two or more eligibles have the same rating, precedence in certification shall be determined by the order in which their applications were filed. *Eligibles with same rating.*

9. Whenever a vacancy exists and an emergency shall arise re-

quiring that such vacancy shall be filled before the Board can make a certification of eligibles, the vacancy may, subject to the approval of the Board, previously obtained wherever possible, be filled by temporary employment without examination for such part of ninety days as will enable the Board to make a certification of eligibles: *Provided*, That a vacancy shall not be filled by temporary employment pending a certification of eligibles by the Board unless the public interest requires that it shall be filled to meet an emergency, and such temporary employment, if allowed, shall expire by limitation as soon as an eligible shall be provided, and the necessary details of an appointment thereto have been executed in accordance with these rules. No person shall serve longer than ninety days in any one year under such temporary employment, said year limitation commencing from the date of such temporary employment.

**Temporary employment for emergency.**

**Restrictions upon temporary employment.**

of eligibles: *Provided*, That a vacancy shall not be filled by temporary employment pending a certification of eligibles by the Board unless the public interest requires that it shall be filled to meet an emergency, and such temporary employment, if allowed, shall expire by limitation as soon as an eligible shall be provided, and the necessary details of an appointment thereto have been executed in accordance with these rules. No person shall serve longer than ninety days in any one year under such temporary employment, said year limitation commencing from the date of such temporary employment.

#### Rule VII.

##### REINSTATEMENTS.

**Reinstatements without examination.**

Any person who has, through no delinquency or misconduct, been separated from a position classified under the Civil Service Act and these rules, may, upon requisition of the proper officer and the certificate of the Board, be reinstated without examination in a vacant position of the same class in the Department, Office, or branch of the service from which he was separated, under the following conditions:

**Six months' service required.**

**Periods of service necessary for reinstatement.**

1. No person shall be reinstated who has served less than six months in the Philippine civil service.

2. A person who has been regularly and formally appointed to a classified position and has served less than two years, but who has received absolute appointment, may be reinstated within one year; a person who has served two years, but less than three years, may be reinstated within two years; a person who has served three years, but less than four years, may be reinstated within three years; a person who has served four years, but less than five years, may be reinstated within four years; and a person who has served five or more years may be reinstated within five years, from the date of his separation from the service: *Provided*, That for original entrance to the position proposed to be filled by reinstatement there is not required by these rules, in the opinion of the Board, an examination essentially higher than, or different from, the examination for original entrance to the position previously held by the person whose reinstatement is proposed: *And provided further*, That if the person originally entered the classified service through examination under these

**When examinations are required for reinstatement.**

rules, reinstatement may be made without examination; otherwise the person may not be reinstated until he has passed the examination required for original entrance to the position to which his reinstatement is proposed: *And provided further*, That subject to the other conditions of these rules, any person whose

**Reinstatements excepted from time requirements.**

separation from the service was caused by his enlistment in or acceptance of a position in the active military or naval service of the United States, and who was honorably discharged therefrom, may be reinstated without regard to the length of time he has been separated from the service.

**Rule VIII.****TRANSFERS.**

1. A person in any Bureau, Office, or branch of the service may be transferred within the same Bureau, Office, or branch of the service upon any test of fitness, not disapproved by the Board, which may be determined upon by the appointing officer, subject to the limitations of the proviso of paragraph 2 of this rule.

2. A person who has received absolute appointment may, upon the certificate of the Board, be transferred from a position in one Office or branch of the service to a position in another Office or branch of the service: *Provided*, That such transfer shall not be made without examination to a position if for original entrance to such position there is required by these rules an examination essentially higher than, or different from, the examination required for original entrance to the position from which transfer is proposed.

3. No transfer shall be made of a person from any position in the unclassified service to a position in the classified service: *Provided*, That a person who has by promotion or transfer from the classified service entered the unclassified service, and has served continuously therein from the date of said promotion or transfer, may be retransferred to the classified position from which he was transferred or to any position to which transfer could be made therefrom.

4. Any person who has been transferred from one classified position to another classified position may be retransferred to the position in which he was formerly employed, or to any position to which transfer could be made therefrom, without regard to the limitations of these rules.

5. A person in the classified service of the Federal Government of the United States may be transferred to any position in the Philippine classified service, subject to the conditions of these rules with respect to age limitations and examinations, and when an examination is required previous to such transfer the Board may accept such tests of fitness as may be made upon its request by the United States Civil Service Commission.

6. A person employed in any grade shall not, because of such employment, be barred from open competitive examination provided for original entrance to any other grade.

7. An officer or employee occupying a competitive position in the Philippine classified civil service who has served three years or more therein, may be transferred to the Federal classified civil service, subject to the provisions of the United States Civil Service Rules and to the following requirements:

(a) Three years' continuous service subsequent to the passage of the Civil Service Act, without visiting the United States.

(b) Four years' continuous service, subsequent to the passage of the Civil Service Act, visiting the United States only once during this period.

**Rule IX.****PROMOTIONS.**

1. No vacancy in any position shall be filled by original appointment or by transfer whenever there is in the Office or branch of the service a person qualified for promotion to the position.

branch of the service where the vacancy exists any person in a position in a lower class or grade who is qualified and willing to be promoted to the existing vacancy.

**Experience and efficiency considered in examinations for promotion.**

2. In providing regulations and competitive examinations for promotion the Board shall give due weight to the previous experience and efficiency of officers and employees and shall introduce such tests of fitness as it may deem proper after consultation with the heads of the different Offices or branches of the service in which promotion examinations may be held, with a view to determine the relative efficiency of officers and employees, and their general intelligence as well as their knowledge of the business of the branch of the service in which they seek to be promoted.

**Board to designate promotion examining committees.**

3. In each Department, Office, or branch of the service, the Board may, when deemed advisable, appoint a promotion examining committee of not less than three persons, after consulting the head of the Department, Office, or branch of the service in which such committee is to be appointed. The members of the committee shall perform such duties with respect to promotions and promotion examinations as the Board may direct, in the performance of which duties they shall be under the sole control and authority of the Board.

**Record of efficiency to be kept and reported to the Board quarterly.**

4. There shall be kept in each office, on a form prescribed for that purpose, a continuous and comparative record from which the relative efficiency of employees may be determined. Among the elements of efficiency to be considered are quantity of work or the amount performed, quality of work or the degree of its excellence, physical condition, habits, character, conduct, aptitude and adaptiveness, punctuality, and attendance. This record shall be at all times open to the inspection of the Board. A report shall be made to the Board quarterly, on the first days of January, April, July, and October, giving the comparative term and efficiency rating applicable to each person according to the following scheme:

Perfect .....	100
Very superior .....	95
Excellent .....	90
Very good .....	85
Good .....	80
Fairly good .....	75
Fair or ordinary .....	70
Poor .....	50 to 65
Very poor .....	Below 50

**Recommendations for promotion.**

5. No recommendation of any person for promotion, whether verbal or in writing, shall be received or considered unless it be made by the officer or officers under whose supervision he is employed, and the presentation of any other recommendation shall be considered an unwarrantable interference with the public service and shall be sufficient cause for debarring such person from promotion, and a repetition of the offense shall be sufficient cause for removing him from the service.

**When noncompetitive promotional examinations are required.**

6. Until the promotion regulations herein authorized have been promulgated by the Board for any Department, Office, or branch of the service, and the Board has notified such Department, Office,

or branch of the service that it is prepared to conduct the promotion examinations authorized under the Civil Service Act and these rules, promotions therein may be made upon any tests of fitness not disapproved by the Board which may be determined upon by the appointing officer: *Provided*, That pending the adoption of such regulations, in case of proposed promotion from one class to another class of an employee who has not entered the service through the examination prescribed for the class to which promotion is proposed, such employee shall be required to obtain an eligible grade in such prescribed examination taken noncompetitively, and the appointment by promotion thus made shall not become effective prior to the date of taking the examination in which an eligible grade is obtained.

### Rule X.

#### RELATING TO APPOINTMENT AND EMPLOYMENT.

1. All appointments, not temporary or emergency, whether original, by promotion, reduction, transfer, or reinstatement, must be made in accordance with the provisions of Act No. 25 on Form No. 33 prescribed by the Board and forwarded through the Board for its attestation to the Civil Governor, or proper head of Executive Department, for approval: *Provided*, That appointments to subordinate positions in the municipal service of Manila and in the provincial service shall be forwarded to the Board for attestation, but shall not require the approval of the Civil Governor: *And provided further*, That appointments made by the Civil Governor, by and with the advice and consent of the Philippine Commission, and appointments made to positions enumerated in paragraphs 2 and 3 of Rule II, shall not be required to be made on the form referred to herein and shall not require the attestation of the Board.

2. No person appointed to any unclassified position shall be assigned to or employed in a position the duties of which are clerical, nor shall he be assigned to or employed in any other position in the classified service.

3. No person appointed to a position in the classified service shall, without the approval of the Civil Service Board, be assigned to or employed in a position of a grade or character not contemplated by the examination from the results of which appointment was made.

Appointments  
approved by Civil  
Governor or  
heads of Depart-  
ments.

Assignment of  
unclassified em-  
ployees to classi-  
fied positions not  
permissible.

Nonpermissible  
assignments within  
the classified  
service.

### Rule XI.

#### OFFICIAL ROSTER OF EMPLOYEES.

The Board shall keep an official roster of all officers and employees in the civil service of the Philippine Islands, and for the purpose of this roster each head of a Bureau or Office shall furnish to the Board the following information in such form and manner as it may prescribe:

Roster of all of-  
ficers and em-  
ployees kept by  
the Board.

1. A statement of all the positions and employments under his control and authority, setting forth, among other things, the names, designations, compensations, duties, dates of appointment or employment of all persons serving in such positions.

Nature of infor-  
mation for the  
roster.

**Monthly reports to the Board of all changes in the service.** 2. A statement, to be made on the first day of each month, of all changes in all changes, and the dates thereof, in the service under his control and authority, setting forth, among other things, the following:

The name of every person appointed, reinstated, promoted, reduced, transferred, or separated from the service, the position to which an appointment or reinstatement is made, the position from which and the position to which a promotion or transfer is made, the position from which a separation is made, whether by removal, resignation, or death, the compensation of every position from which or to which a change is made, and all absences from any cause whatever.

### Rule XII.

#### PROHIBITIONS AND PENALTIES.

**Dismissal for violation of act or rules.** 1. The willful violation by any person in the Philippine civil service of any of the provisions of the Civil Service Act or of these rules shall be considered good cause for the removal of such person from the service.

**Coercion.**

2. No person in the Philippine civil service shall use his official authority or official influence to coerce the political action of any other person or body.

**No dismissal or change of grade or class for political reasons.**

3. No officer or employee in the Philippine civil service shall discharge, or promote, or degrade, or in any manner change the official grade or compensation of any other officer or employee, or promise or threaten so to do, for giving or withholding, or neglecting to make, any contribution of money or other valuable thing for any political purpose whatever.

**No disclosures of political or religious opinions of applicants, etc.**

4. No inquiry shall be made and no consideration whatever shall be given to any information relative to the political or religious opinions or affiliations of persons examined, or to be examined, or of officers or employees in the matter of promotion, and no discrimination shall be exercised, threatened, or promised against, or in favor of, any person employed, examined, or to be examined, because of his political or religious opinions or affiliations.

**Penalties like in character.**

5. In making removals or reductions, or in imposing punishment for delinquency or misconduct, penalties like in character shall be imposed for like offenses, and action thereon shall be taken irrespective of the political or religious opinions or affiliations of the offenders.

**Recommendations that can not be received, filed, or considered.**

6. No recommendation of an applicant, competitor, or eligible involving any disclosure of his political or religious opinions or affiliations shall be received, filed, or considered by the Board, by any examining committee or special examiner, or by any nominating or appointing officer.

**Private employment in connection with official duties prohibited.**

7. No officer or employee shall undertake any private agency or engage in any private occupation in any manner connected with the exercise of his official duties.

**Commercial undertakings prohibited except with leave from head of Department.**

8. No officer or employee shall engage in trade or be connected with any commercial undertaking without leave from the head of the Department or Office in which he may be serving. As a general rule, this prohibition will be absolute in the case of officers and employees whose remuneration is fixed on the assumption that their entire time is at the disposal of the Government.

**Rule XIII.****SALARY CLASSIFICATION.**

The officers and employees in the Philippine civil service, for the purpose of these rules, shall be arranged in the following classes, and, unless otherwise provided by law, it shall be understood that the minimum amount specified for each class indicates the annual salary of each employee in that class:

CLASS 1. All persons receiving an annual salary of \$3,000 or more, or a compensation at the rate of \$3,000 or more per annum.

CLASS 2. All persons receiving an annual salary of \$2,750 or more, or a compensation at the rate of \$2,750 or more, but less than \$3,000 per annum.

CLASS 3. All persons receiving an annual salary of \$2,500 or more, or a compensation at the rate of \$2,500 or more, but less than \$2,750 per annum.

CLASS 4. All persons receiving an annual salary of \$2,250 or more, or a compensation at the rate of \$2,250 or more, but less than \$2,500 per annum.

CLASS 5. All persons receiving an annual salary of \$2,000 or more, or a compensation at the rate of \$2,000 or more, but less than \$2,250 per annum.

CLASS 6. All persons receiving an annual salary of \$1,800 or more, or a compensation at the rate of \$1,800 or more, but less than \$2,000 per annum.

CLASS 7. All persons receiving an annual salary of \$1,600 or more, or a compensation at the rate of \$1,600 or more, but less than \$1,800 per annum.

CLASS 8. All persons receiving an annual salary of \$1,400 or more, or a compensation at the rate of \$1,400 or more, but less than \$1,600 per annum.

CLASS 9. All persons receiving an annual salary of \$1,200 or more, or a compensation at the rate of \$1,200 or more, but less than \$1,400 per annum.

CLASS 10. All persons receiving an annual salary of \$1,000 or more, or a compensation at the rate of \$1,000 or more, but less than \$1,200 per annum.

CLASS A. All persons receiving an annual salary of \$900 or more, or a compensation at the rate of \$900 or more, but less than \$1,000 per annum.

CLASS B. All persons receiving an annual salary of \$840 or more, or a compensation at the rate of \$840 or more, but less than \$900 per annum.

CLASS C. All persons receiving an annual salary of \$720 or more, or a compensation at the rate of \$720 or more, but less than \$840 per annum.

CLASS D. All persons receiving an annual salary of \$600 or more, or a compensation at the rate of \$600 or more, but less than \$720 per annum.

CLASS E. All persons receiving an annual salary of \$540 or more, or a compensation at the rate of \$540 or more, but less than \$600 per annum.

CLASS F. All persons receiving an annual salary of \$480 or more, or a compensation at the rate of \$480 or more, but less than \$540 per annum.

CLASS G. All persons receiving an annual salary of \$420 or more, or a compensation at the rate of \$420 or more, but less than \$480 per annum.

CLASS H. All persons receiving an annual salary of \$360 or more, or a compensation at the rate of \$360 or more, but less than \$420 per annum.

CLASS I. All persons receiving an annual salary of \$300 or more, or a compensation at the rate of \$300 or more, but less than \$360 per annum.

CLASS J. All persons receiving an annual salary of \$240 or more, or a compensation at the rate of \$240 or more, but less than \$300 per annum.

CLASS K. All persons receiving an annual salary of less than \$240, or a compensation at the rate of less than \$240 per annum.

#### Special Rule.

#### GOVERNING EMPLOYMENT OF LABORERS.

**Employment of laborers.** The employment of laborers by the heads of Bureaus or Offices shall be subject to the following conditions:

**Conditions of employment.** 1. They shall be employed according to priority in the filing of their applications for employment, after proper inquiry as to their capacity to labor, their habits of industry and sobriety, and their honesty.

2. No consideration whatever shall be given to the political or religious opinions or affiliations of applicants for such employment, and selections shall, as far as practicable, be confined to natives of the Islands.

3. Every applicant employed shall be required to take the oath of allegiance prescribed in section 16 of the Civil Service Act, and any laborer who is found to be disloyal to the United States of America as the supreme authority in these Islands shall be immediately discharged from the service.

4. Laborers who may hereafter be removed from the service by reason of a reduction in force, or otherwise, and whose work and conduct are satisfactory, shall be furnished discharge cards certifying to such fact, and upon presenting such cards shall be preferred in subsequent employment as vacancies occur.

**Monthly reports made to Board.** 5. On the first day of each month the head of each Bureau or Office shall notify the Civil Service Board of the number of laborers employed, giving the rates of compensation.

6. No person appointed or employed as a laborer shall be assigned to or perform the duties of any position in the classified service.

W.M. H. TAFT,  
*Civil Governor.*

MANILA, P. I., January 13, 1903.

**GENERAL REGULATIONS GOVERNING PROMOTIONS  
BY COMPETITIVE EXAMINATIONS.**

1. In pursuance of the requirements of section 6 of the Civil Service Act and in conformity with Civil Service Rule IX approved and promulgated by the Civil Governor January 13, 1903, the following regulations governing promotions through competitive examination in the Philippine civil service are hereby prescribed by the Civil Service Board:

2. No person shall be promoted as a result of competitive promotion examination until after the expiration of his probational appointment.

3. In examinations for promotion, a suitable weight shall be given to a knowledge of both the English and the Spanish languages or to a knowledge of the English language and one or more of the native languages, whenever in the opinion of the Board a knowledge of such languages is useful in the position to which promotion is sought. The object of this rule is to give preference in examinations for promotions, other things being equal, to employees who speak the Spanish language, or any of the native languages, and who have increased their efficiency and usefulness by acquiring a knowledge of the English language; and also to give preference in examinations for promotion, other things being equal, to employees who speak the English language and who have increased their efficiency and usefulness by acquiring a knowledge of the Spanish language or any of the native languages.

4. Examinations for promotions shall be held at such times as in the opinion of the Board the needs of the service shall require. Due notice of such examinations shall be posted in the office of the Board and in the Bureaus and Offices in which promotion examinations are to be held, specifying the date and character of the examinations and stating who are eligible therefor.

5. Each competitor in an examination for promotion shall be rated on a scale of 100, and a competitor who fails to attain an average percentage of 70 in the entire examination or who is rated below 70 in efficiency, shall not be eligible for promotion. A competitor who makes less than an average percentage of 60 on the subjects of the examination other than efficiency shall not be given the benefit of his efficiency rating in determining his average percentage in the whole examination.

6. There shall be kept in the office of the Civil Service Board registers of persons eligible for promotion in each Bureau, Office, or branch of the service for which examinations are held, showing the rating or standing of each person examined.

7. All vacancies above those in the lowest class of any grade, if not filled by reinstatement, transfer, or reduction, shall be

filled by promotion from the next lower class, subject to the provisions of Rules II, IX, and X of the Civil Service Rules. When a vacancy occurs in any class in a Bureau, Office, or branch of the service, the Board shall certify for promotion the highest three eligibles, or two if there be not so many as three eligibles, in the next lower class in said Bureau, Office, or branch of the service, and from this certification selection shall be made by the appointing or nominating officer: *Provided*, That if it be found that there are not two persons eligible for promotion in the class next below that in which the vacancy exists, or if a vacancy occurs in a position requiring exceptional or technical qualifications not possessed by any eligible in the next lower class, then the Board, after such tests of fitness as it may prescribe, shall certify to the appointing officer from the highest class or classes in which such persons are serving, the names of three persons, if there are so many, having the required qualifications who are rated highest, or but one person if there are no more in the Bureau, Office, or branch of the service.

8. In certifying for promotion, when two or more eligibles have the same percentage, precedence in certification shall be determined by length of service.

W. S. WASHBURN,  
*Chairman.*

JANUARY 14, 1903.

**REGULATIONS GOVERNING PROMOTIONS IN THE UNIFORMED POLICE FORCE OF THE CITY OF MANILA.**

I. All promotions in the uniformed police force of the city of Manila shall be made in accordance with the provisions of Rule IX of the Civil Service Rules, the general regulations covering promotions adopted by the Civil Service Board, and these regulations.

II. 1. Eligibility for promotion shall be determined by promotion examinations, which shall consist of the following subjects and weights:

	Weights.
1. Practical questions .....	40
2. Efficiency or ascertained merit.....	40
3. Length of service .....	20
Total .....	100

2. In determining the rating of efficiency or ascertained merit, the following elements shall be taken into consideration, namely: Sobriety, deportment, conduct, fidelity, bravery, general character, punctuality, absences with sick leave or without leave and causes thereof, physical condition—including energy, activity, and endurance—judgment, ability, fitness and adaptability, fines and penalties, neatness of appearance, knowledge of English, Spanish, and Tagalog languages; executive and administrative ability to be considered in promotion to the higher grades only.

3. Practical questions will cover peace officers' duties, knowledge of duties of grade occupied and to which promotion is sought, city ordinances, police regulations, general knowledge of

circulars and general orders, location of streets and buildings, etc.

III. The Board of Promotion, hereinafter provided for, shall keep a record of the efficiency of all members of the uniformed police force, below the grade of captain, on a form agreed upon by the Civil Service Board in consultation with the Chief of Police. The Civil Service Board, after consultation with the Chief of Police, shall designate three members of the police force, consisting of three officers above the grade of lieutenant, who shall constitute a board of promotion for the purpose of carrying out the promotion regulations: *Provided*, That the Civil Service Board shall constitute the board of promotion for promotions above the grade of captain. If an employee questions his efficiency rating, he may appeal in writing to the board of promotion. Such appeal, together with a full report and recommendation in the case, shall be forwarded to the Civil Service Board for final decision.

W. S. WASHBURN,  
*Chairman.*

JANUARY 14, 1903.

**EXECUTIVE ORDERS.**

OFFICE OF THE CIVIL GOVERNOR OF THE PHILIPPINE ISLANDS.

MANILA, P. I., May 9, 1902.

EXECUTIVE ORDER }  
No. 84. }

I. In order to prevent confusion and establish uniformity of action upon the part of the heads of the various Bureaus and Offices of the Civil Government in the matter of reducing or discharging subordinate officials or employees, it is deemed advisable to call attention to the fact that under Act Numbered Twenty-five of the Commission the approval of the Civil Governor [or Secretary of Department] is a prerequisite to the discharge of any person in the classified service, and to prescribe the following regulations, which shall govern cases of this character:

(1) When the head of a Bureau or Office deems it necessary to recommend a subordinate official or employee for reduction in class or grade, he will in writing notify the person affected of the proposed action and the grounds upon which such action is premised, and will prescribe a reasonable period, which shall not be less than twenty-four hours, within which a written reply may be submitted if desired. Upon receipt of the reply of the person recommended for reduction, or the expiration of the period within which such reply should have been submitted, the head of the Bureau or Office will forward to the Civil Service Board a certified copy of the letter of notification and the reply, if any shall have been received, together with an appointment in accordance with the reduction recommended. These papers will be promptly forwarded to the Governor [or Secretary of Department] by the Board, together with its recommendation in the case for final action.

(2) In case of proceedings to remove an official or employee for cause, the head of the Office may suspend such person at once, if he deem that course necessary, and, in any event, shall in writing notify the person in interest that he is to be recommended for removal for cause, and the ground upon which such recommendation is based, at the same time prescribing a reasonable period within which a written answer and any desired evidence shall be submitted, such period to be not less than twenty-four hours after the actual receipt of the notification by the person recommended for removal. In the event of no response being received within the period prescribed, evidence of the receipt of the written notification, together with a certified copy of same, will be forwarded to the Civil Service Board. If reply has been received, it will be similarly forwarded, with a certified copy of the notification mentioned, together with any other papers in the case. The Board will promptly forward, with comment and recommendation, all

the papers in the case for final action. If such action be approval of the recommendation to remove for cause, the person affected will be dropped from the rolls of his office as discharged on the day he was suspended, if such action shall have been taken by the head of the office to which he pertains; otherwise his discharge will be on the date of receipt by the head of the Office in interest of the notification of approval by the Civil Governor [or Secretary of Department].

(3) Under no circumstances shall a Civil Government official or employee so construe the provisions of any law now in force as to authorize or require the official publication of the cause of removal of any person from the Philippine civil service in more specific terms than, "For the good of the service."

II. In every instance of a tender of resignation by an official or employee occupying a position in the classified Philippine civil service, it shall be the duty of the officer authorized to act thereon to accept or decline to accept the same in writing, and, if resignation be accepted, to clearly state the character of the services rendered by the person resigning and whether or not, in the light of present information, a possible future application for reinstatement would be favorably considered. In the event of a statement to the effect that such application would not be favorably considered, reasons therefor shall be stated and the person in interest informed that he may, should he so desire, submit a reply and such other evidence as he may elect in writing. When completed all the papers in the case will be forwarded to the Philippine Civil Service Board for file, except in case of objections to reinstatement, in which event the papers will be forwarded by the Board with its recommendation for review and final action. For obvious reasons no official or employee should be continued in the service who can not be recommended for reinstatement were he to resign.

III. Discourtesy to the public, to private individuals, or to Government officials or employees, drunkenness; dishonesty, chronic or flagrant neglect of duty, notoriously disgraceful or immoral conduct, pursuit of private business enterprise to the detriment of official duties, or incompetency, shall be considered reasons demanding proceedings to remove for cause. Any official who knowingly continues in the public service a person guilty of any of the above-named derelictions shall thereby render himself liable to removal from office for cause.

LUKE E. WRIGHT,

*Acting Civil Governor.*

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THE GOVERNMENT OF THE PHILIPPINE ISLANDS,  
EXECUTIVE BUREAU.

MANILA, March 1, 1903.

EXECUTIVE ORDER }  
No. 4.

Executive Order Numbered One hundred and twelve, dated December first, nineteen hundred and two, is amended to read as follows:

The following regulations shall govern the matter of leaves of absence granted under the provisions of Act Numbered Eighty to

all officials, including heads of Offices or Bureaus, and to all employees, filling appointive offices and positions of trust and employment under the Government of the Philippine Islands, and are hereby published for the information and guidance of all concerned, in order that a uniform practice may obtain throughout the service. All orders heretofore issued from the office of the Military Governor and from this office relating thereto are hereby revoked.

I. Heads of Offices or Bureaus are directed to keep a systematic record, on a form provided for that purpose, of leaves of absence of all officers and employees connected with their Offices or Bureaus, respectively, and to enter daily upon this record all absences from duty showing whether with leave, without leave, or on sick leave, and to forward to the Civil Service Board at the beginning of each month, on Form Three furnished by said Board, a statement of the absences of all officers and employees from any cause whatever during the preceding month.

II. In submitting statements of leaves of absence, preliminary to granting leave to officers and employees under the provisions of sections two and three of Act Numbered Eighty, all heads of Offices or Bureaus will forward a prompt and clear report through the Civil Service Board, on a form prescribed by said Board, showing all absences from duty, including therein the period or periods of leave, if any, previously enjoyed, and whether with leave, without leave, or on sick leave.

III. (a) Applications for accrued leave for a period of more than two days must be made in writing one week in advance, wherever possible, of the date on which the leave is desired to become effective, upon Form Numbered Thirty-nine, Philippine Civil Service Board, to the head of the Office or Bureau for recommendation and transmission through said Board to the proper executive officer authorized to exercise executive control as contemplated in Act Numbered Two hundred and twenty-two.

(b) Accrued leave of absence of an employee in the insular civil service shall be computed pro rata in accordance with the schedule contained in section two of Act Numbered Eighty. The leave of an employee accruing while he was connected with the Army or Navy shall be computed from the date of detail to civil duty; in the case of an officer, on the basis of the pay and allowance received by him during his detail; and in the case of an enlisted man, on the basis of the annual salary first received by him after discharge from the Army or Navy: *Provided*, That no time intervened between the time of such discharge and his appointment in the civil service, in which event no leave will be allowed during the period of his detail while connected with the Army or Navy.

(c) An employee who is separated from the civil service without prejudice (namely, without cause) may be given leave with pay and his name shall remain on the pay roll at the rate he is then receiving for a period equaling in money value the period of accrued leave estimated in accordance with the schedule provided in section two of Act Numbered Eighty.

(d) An employee who is granted leave for vacation purposes shall be given leave with pay at the rate he is then receiving for a period equaling in money value the period of accrued leave esti-

mated in accordance with the schedule provided in section two of Act Numbered Eighty; and he may be granted, if he so desires, such additional leave, without pay, as will give him the aggregate length of time on leave, with and without pay, as provided in the aforesaid schedule.

IV. (a) All applications for leave of absence on account of illness for a period of more than two days must be made on Form Numbered Forty, Philippine Civil Service Board, and transmitted as in the case of applications for accrued leave: *Provided*, That sick leave shall not be granted in advance.

(b) When it becomes necessary for an officer or an employee to avail himself of the provisions of section three of Act Numbered Eighty, notice must be sent immediately to the head of the Office or Bureau in which he is employed. Where an officer or an employee contemplates leaving the Islands on account of illness he must submit an application on Form Numbered Forty and a medical certificate on Form Numbered Forty-one described in paragraph (c) of this section. Permission to be absent may thus be obtained and the office record will show "absent with leave" each day until return to duty, which shall not be construed as sick leave unless satisfactory evidence of illness is furnished as required in paragraph (c) of this section.

(c) Within five days after return to duty from said leave of absence, the officer or employee shall file with the head of the Office or Bureau a statement in regard to his absence on account of illness (on Form Numbered Forty, if not previously filed), which must be made under oath before an officer in the Philippine Islands duly authorized to administer oaths, accompanied by a certificate made on Form Numbered Forty-one by the attending physician or physicians during the period of his illness. Said certificate or certificates shall give fully and specifically the name, nature, etiology, history, and description of each disease or disability from which the employee was suffering, the exact period or periods, giving dates, during which the physician writing the certificate treated him, the period or periods, if any, during which he was a patient in a hospital, and if not in a hospital the exact length of time the employee was actually confined to his house, and the length of time such disease wholly incapacitated him from performing the duties of his position. A duplicate copy of report of laboratory test or examination made in each case must accompany the medical certificate. In all cases the certificate of illness must be made by a reputable practicing physician or surgeon. A medical reexamination may be made and a report rendered thereon by a duly authorized medical examiner when so directed by the Civil Governor or by a Secretary of one of the Departments. If it shall be shown that the disease named was due to immoral or vicious habits, no allowance for leave on account of illness shall be made, but such leave shall be chargeable against unused accrued leave, and if in excess of accrued leave it shall be without pay, as no such cases will be regarded as meritorious. The physician must state whether or not there are any indications whatever that the disease named was due to immoral or vicious habits: *Provided*, That the physician before making a report or expressing an opinion, as required herein, shall state to the applicant that he will

not make any report whatever or submit a medical certificate if he formally withdraws his application for sick leave for the period of such illness, and substitutes therefor an application for accrued leave. If the evidence of illness submitted is satisfactory, sick leave will be granted with pay for the time during which such employee was incapacitated on account of such illness, provided that such period shall not exceed sixty days in any one calendar year.

V. Leaves of absence not exceeding two days may be granted in the discretion of the head of an Office or Bureau, and in case of illness without the certificate of an attending physician, but the applicant must certify that he was ill and unable to perform his official duties.

VI. Temporary and emergency employees are not entitled to the benefits of leaves of absence provided by any existing law or order.

VII. Leave of absence for any reason other than serious illness must be contingent upon the necessities of the service, and although definitely provided by law it is not an inherent right which may be recognized without due regard for the interests of the public service.

VIII. In computing periods of absence from duty, there is no authority of law for considering such absence on Saturday as less than one entire day, Saturday being a short day and not a half holiday.

IX. Officials and employees on leave of absence are required to report to the heads of their respective Offices or Bureaus at the end of each month by registered mail their post-office addresses for the ensuing month and shall promptly report in a similar manner and in sufficient detail every unexpected and unavoidable delay which may have occurred during the period contemplated by their leaves of absence.

X. No official or employee holding a classified position in the Philippine civil service shall be dropped from the rolls of his office for unexplained absence in the United States until at least forty days after the expiration of the period of absence contemplated by the leave granted.

XI. All officers and employees who are granted leave of absence for the purpose of visiting the United States and who contemplate returning to duty upon the expiration of such leave of absence shall, before leaving the Archipelago, make application to this office for transportation from San Francisco returning to Manila. In each such application the date of the expiration of leave of absence and the post-office address of the applicant while in the United States will be stated. Subsequent communication regarding return transportation and prompt report of any change occurring in the applicant's post-office address will be directed by him to the Chief of the Bureau of Insular Affairs, War Department, Washington, District of Columbia, and a duplicate copy of each such communication mailed at the same time to the Executive Secretary, Manila.

W.M. H. TAFT,  
*Civil Governor.*

THE GOVERNMENT OF THE PHILIPPINE ISLANDS,  
EXECUTIVE BUREAU.

MANILA, July 7, 1903.

EXECUTIVE ORDER }  
No. 50. }

No Chief of Bureau or Office shall, directly or indirectly, invite, solicit, or even discuss with an employee, subordinate, or officer of another Bureau or Office his transfer to the Bureau or Office of such chief until the consent in writing of the head of the Bureau or Office in which the desired employee or officer is a subordinate, or of the Civil Governor, is first had.

W.M. H. TAFT,  
*Civil Governor.*

THE GOVERNMENT OF THE PHILIPPINE ISLANDS,  
EXECUTIVE BUREAU.

MANILA, August 5, 1903.

EXECUTIVE ORDER }  
No. 67. }

Disbursing officers are hereby expressly prohibited from paying any salary to or upon the order of any employee appointed in the United States to a position in the Philippine civil service under the provisions of Act Numbered Two hundred and twenty-four or Act Numbered Six hundred and forty-three, while such employee is enjoying accrued leave of absence which may have been granted him prior to his having completed two years of service under the Insular Government, until five days after the return to duty of such employee, and during which five days he shall have demonstrated his good faith and shown to the satisfaction of the head of the Bureau or Office in which he is employed that it is his intention to continue in the performance of his duties. In the event that it shall appear during such five days of employment that it is not the intention of the employee to continue in the performance of his duties any longer than to enable him to withdraw all back salary which may at that time be due him, such payment shall be withheld, and full report thereof forwarded for proper action by the head of the Bureau or Office, through the Philippine Civil Service Board, to the Civil Governor or head of the Executive Department, respectively, to which such Bureau or Office may pertain.

W.M. H. TAFT,  
*Civil Governor.*

THE GOVERNMENT OF THE PHILIPPINE ISLANDS,  
EXECUTIVE BUREAU.

MANILA, September 2, 1903.

EXECUTIVE ORDER }  
No. 75. }

In order that there may be uniformity of action by heads of Departments in the matter of the return to the service of persons

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separated therefrom before having served the full period prescribed by law or the contracts under which they were appointed, it shall be the rule that no person separated from the public service of the Philippine Government before having served the full period prescribed by law or contract shall again be allowed to enter the same in any of its branches until he shall have made good all loss caused by such separation and shall have refunded to the Government that proportion of the total expense incurred by it by reason of his appointment, including salary and traveling expenses prior to the date he actually took up the duties of his position, as the time he failed to serve is to the time required by said law or contract, and then only on the recommendation of the head of the Department from which he was separated.

All amounts so refunded to the Insular Government shall be paid to the disbursing officer of the Executive Bureau, and by him deposited in the Insular Treasury to the credit of the insular salary and expense fund, and proper accounting therefor shall be rendered to the Insular Auditor.

Any person desiring to qualify for reentrance to the service under the provisions of this executive order shall first take the matter up with the Civil Service Board.

Wm. H. TAFT,  
*Civil Governor.*

**FORMS PRESCRIBED BY THE PHILIPPINE CIVIL SERVICE BOARD  
FOR THE USE OF HEADS OF BUREAUS AND OFFICES, OFFICERS  
AND EMPLOYEES, AND APPLICANTS FOR EXAMINATION.**

*Form No. 2. Application for examination* (English and Spanish).—To be filed by applicants for examination with a view to appointment to clerical, professional, or technical positions.

*Form No. 3. Monthly report of changes and absences of officers and employees* (English only).—To be forwarded to the Civil Service Board on the first of every month by the head of each Bureau or Office, giving all changes and absences for the preceding month. The provincial board will render this report for the province, the officers and employees under all the provincial officers (governor, treasurer, etc.) being included in one report.

*Form No. 7. Request for transfer* (English only).—To be used by heads of Bureaus and Offices in requesting the transfer of an employee from one classified position to another.

*Form No. 8. Request for certification for reinstatement* (English only).—To be used by heads of Bureaus and Offices in requesting the reinstatement of a person who has served more than six months in a position classified under the Civil Service Act and Rules.

*Form No. 9. Request for certification for original appointment* (English only).—To be used by the heads of Bureaus and Offices in requesting a certification from the Board's registers of names of persons eligible to appointment to a classified position.

*Form No. 18. Report of selection for appointment* (English only).—To be used by heads of Bureaus and Offices in reporting the selection or selections for appointment made from certification of names furnished by the Board in response to request on Form No. 9.

*Form No. 32. Oath of office* (English only).—To be executed by the appointee on the date of entry into the position to which promoted, reduced, transferred, reinstated, or originally appointed.

*Form No. 33. Appointment* (English only).—To be forwarded to the Board by the heads of Bureaus and Offices for every appointment in the classified service, whether by promotion, reduction, transfer, reinstatement, or original appointment. This form is not to be forwarded until the appointee has entered upon the performance of his duties; the date of such entry will be the date the appointment is to take effect. The character of the appointment is to be stated in the last blank line, e. g., "Transfer from the ..... Bureau at \$900;" "Reinstatement;" "Probational appointment;" "Promotion from \$720." Form No. 33 is not to be used in appointing a person to any unclassified position or in cases of temporary or emergency employment. (See Civil Service Rule X.)

*Form No. 35. Application for the trades and skilled occupations* (English and Spanish).—To be used by applicants for the trades and skilled occupations. In most cases the examination consists wholly of the evidence of experience, training, character as workman, age, and physical condition contained in this form. In other cases, additional elements, consisting of practical questions, or the second or third grade examination, are added to the above.

*Form No. 39. Application for accrued leave of absence* (English only).—To be filed by the officer or employee one week in advance, wherever possible, of the date on which the accrued leave requested is desired to become effective. The first indorsement on this form, containing the service record and report of previous absences on accrued and sick leave, should be completely filled by the head of the Bureau or Office, and the application promptly forwarded to the Board. This form is not to be used where the accrued leave requested is for two days or less.

*Form No. 40. Application for leave of absence on account of illness* (English only).—To be filed by the officer or employee one week in advance, wherever possible, of the date on which he intends to leave the Islands, and within five days after return to duty from absence on account of illness in every case, whether or not the applicant has been absent from the Islands and has previously filed Forms No. 40 and 41. The first indorsement on Form No. 40 should be completely filled by the head of the Office or Bureau, and the application promptly forwarded to the Board. This form is not to be used where the sick leave requested is for two days or less.

*Form No. 41. Medical certificate* (English only).—Form No. 40, filed within five days after return to duty from absence on account of illness, must always be accompanied by Form No. 41, completely executed by the physician or physicians who were in actual attendance upon the applicant for the whole of the period or periods for which sick leave is requested. Form No. 41 must also accompany every application on Form No. 40 for permission to leave the Islands on account of illness.

*Form No. 47. Application for examination—supplementary certificate for professional, scientific, or technical positions* (English only).—To be filed by all applicants for examination with a view to appointment to professional, scientific, or technical positions, as a supplement to Form No. 2, which must also be filed by them.

*Form No. 48. Daily time record*.—For employees in the classified and unclassified civil services entitled to leaves of absence. The employee in charge will verify the correctness of these records and forward them to the Chief of the Bureau, who will use them as a basis for rating punctuality and attendance in the quarterly efficiency report on Form No. 54 to the Civil Service Board. The daily time record on Form No. 48 will be retained in the Bureau or Office.

*Form No. 52. Efficiency record of employees*.—To be compiled by the Chief of Bureau, Chief of Division, or other designated employee, in accordance with the provisions of section 4, Civil Service Rule IX. This form will be retained in the Bureau or Office as a permanent office record.

*Form No. 53. Service record of employee.*—To be retained in the Bureau or Office, in book form.

*Form No. 54. Quarterly efficiency report.*—To be compiled from data obtained from Forms 48 and 52, and forwarded to the Civil Service Board promptly at the end of each quarter, in accordance with the provisions of section 4 of Civil Service Rule IX. The Provincial Board will render this report for the province, employees in all provincial offices being included in one report. The judge of each judicial district outside of Manila will render this report for each Court of First Instance in his district, one report being rendered for the entire district.

NOTE.—The above forms are furnished by the Civil Service Board on request, and should always be ordered by form number. Provincial officers should telegraph their orders when necessary.

## EXAMINATIONS AND APPOINTMENTS.

The following table shows the results of all examinations (noneducational excepted) held by the Philippine Civil Service Board from October 1, 1902, to September 30, 1903:

	Examinations.			For original appointment.			For promotion or transfer.			Total.		
	Number examined.	Number passed.	Per cent passed.	Number examined.	Number passed.	Per cent passed.	Number examined.	Number passed.	Per cent passed.	Number examined.	Number passed.	Per cent passed.
<i>Held in Manila.</i>												
(1) Appraiser							1	1	100	1	1	100
(2) Apprentice	10	4	40							10	4	40
(2) Aprendiz	231	90	39							231	90	39
(3) Assistant	6	3	50							6	3	50
(4) Attorney, assistant	2	2	100							2	2	100
(5) Bookbinder	1	1	100							1	1	100
(6) Bookkeeper	16	4	25	5						21	4	19
(6) Tenedor de libros	2			2						4		
(7) Cashier, assistant					1	1	100			1	1	100
(8) Civil engineer, junior	13	6	46	8	6	75	21	12				57
(9) Clerk of court	1									1		
(9) Escribano	8	3	38	1						9	3	33
(10) Clerk, first grade	229	120	52	225	100	44	454	220				48
(10) Primer grado	69	8	12	45	9	20	114	17				15
(11) Clerk, second grade	281	194	69	22	11	50	303	205				68
(11) Segundo grado	556	211	38	145	59	41	701	270				39
(12) Compositor	10	5	50							10	5	50
(13) Disinfector	4	4	100							4	4	100
(14) Dispensing clerk	4	2	50							4	2	50
(15) Draftsman, topographical	1	1	100							1	1	100
(16) Driver, Fire Department	54	46	85	4	4	100	58	50				86
(17) Electrician	2	1	50							2	1	50
(17) Electricista	1	1	100							1	1	100
(18) Electrotypes helper	1	1	100							1	1	100
(19) Engineer	1			1	1	100	2			1	1	100
(20) Engineer, assistant	1	1	100	1	1	100	16	9				56
(21) Engineer, steam	15	8	53	1	1	100	1			1	1	100
(22) Entomologist	1	1	100							4	3	75
(23) Extra observer	4	3	75							6	4	67
(24) Farm foreman	6	4	67				1	1	100	1	1	100
(25) Fiber expert										1	1	100
(26) Gardener	1	1	100							1	1	100
(27) Hardware clerk	2									2		
(28) Hospital attendant	34	26	76				34	26				76
(29) Inoculator	2	2	100							2	2	100
(30) Inspector, municipal boiler	2	2	100							2	2	100
(31) Inspector, customs boiler	3	1	33							3	1	33
(32) Inspector, building	8	3	38	1	1	100	9	4				44
(32) Inspector de edificios	5	2	40	1	1	100	6	3				50
(33) Inspector, chief sanitary	21	16	76				21	16				76
(34) Inspector, medical	5	4	80							5	4	80
(34) Inspector médico	1	1	100	2	2	100	3	3				100
(35) Inspector, street	8	6	75							8	6	75
(36) Instrument maker	1	1	100							1	1	100
(37) Interpreter	13	5	38	4	2	50	17	7				41
(37) Intérprete	8	3	38	3	1	33	11	4				36
(38) Interpreter, junior	5	2	40							5	2	40
(38) Intérprete, auxiliar	24	10	42	4	2	50	28	12				43
(39) Interpreter, junior Chinese	3	3	100							3	3	100
(39) Intérprete, Chino auxiliar	3	2	67							3	2	67
(40) Laboratory assistant	1	1	100							1	1	100
(41) Librarian	1	1	100							1	1	100
(42) Linotype operator	1	1	100							1	1	100
(43) Manager of stock farm	4	3	75							4	3	75

*Examinations and appointments—Continued.*

Examinations.	For original appointment.			For promotion or transfer.			Total.		
	Number examined.	Number passed.	Per cent passed.	Number examined.	Number passed.	Per cent passed.	Number examined.	Number passed.	Per cent passed.
<i>Held in Manila—Continued.</i>									
(44) Master builder	1	1	100				1	1	100
(45) Overseer of construction	5	2	40				5	2	40
(46) Capataz de construcción	1	1	100				1	1	100
(46) Photographer	1	1	100				1	1	100
(47) Patrolman, first class	187	163	87				187	163	87
(47) Policía de segunda clase				1	1	100	1	1	100
(47) Policía de tercera clase	271	230	85				271	230	85
(48) Roundsman				74	45	61	74	45	61
(48) Cabo de segunda clase				12	7	58	12	7	58
(48) Cabo de tercera clase				71	28	39	71	28	39
(49) Sergeant				20	17	85	20	17	85
(49) Sargento de segunda clase				5	4	80	5	4	80
(49) Sargento de tercera clase				19	15	79	19	15	79
(50) Lieutenant				7	7	100	7	7	100
(50) Teniente				16	13	81	16	13	81
(51) Captain				5	5	100	5	5	100
(51) Capitán				1			1		
(52) Post-office clerk				2	1	50	2	1	50
(53) Preparator of vaccine	1	1	100				1	1	100
(54) Prison guard	61	49	80				61	49	80
(54) Guardia de prisión	112	88	74	4	3	75	116	86	74
(55) Property clerk				1			1		
(56) Provincial treasurer	1	1	100	1	1	100	2	2	100
(57) Stenographer	29	14	48	8	4	50	37	18	49
(57) Taquigrafo	7	1	14	1			8	1	13
(58) Storekeeper	1	1	100				1	1	100
(59) Superintendent of experiment station	5	1	20				5	1	20
(60) Superintendent of hardware department	1	1	100				1	1	100
(61) Superintendent of matadero				1	1	100	1	1	100
(62) Surveyor	1	1	100	1			2	1	50
(63) Surveyor, deputy customs				1	1	100	1	1	100
(64) Translator	9	2	22	5	1	20	14	3	21
(64) Traductor	13	4	31	2	2	100	15	6	40
(65) Traductor, junior	8	5	63				8	5	63
(65) Traductor auxiliar	9	1	11	3	2	67	12	3	25
(66) Typewriter	29	9	31	4	2	50	33	11	33
(66) Escribiente á máquina	4			14	6	43	18	6	33
(67) Veterinarian	4	4	100				4	4	100
(68) Watch officer	1	1	100				1	1	100
(69) Apuntador auxiliar	11	8	73				11	8	73
(70) Arqueador auxiliar	1	1	100				1	1	100
(71) Cajista auxiliar	27	18	67				27	18	67
(72) Cartero	66	14	21				66	14	21
(73) Cortador auxiliar	3	2	67				3	2	67
(74) Delineante arquitectónico auxiliar	9	6	67				9	6	67
(75) Delineante mecánico auxiliar	6	5	83				6	5	83
(76) Delineante topográfico auxiliar	26	16	62	2	2	100	28	18	64
(77) Encuadernador auxiliar	43	39	91				43	39	91
(78) Escribiente á máquina auxiliar	46	18	28	8	2	25	54	15	28
(79) Faginante	2	1	50				2	1	50
(80) Fogonero	2						2		
(81) Fotograbador auxiliar	1	1	100				1	1	100
(82) Inspector de contadores de agua				2	2	100	2	2	100
(83) Inspector sanitario	86	64	74				86	64	74
(84) Médico municipal	4	2	50	1	1	100	5	3	60
(85) Médico de leprosos				1	1	100	1	1	100
(86) Montero	79	24	30				79	24	30
(87) Observador de primera clase	4	3	75				4	3	75
(88) Prensista auxiliar	1	1	100				1	1	100
(89) Preparador de cultura media	1	1	100				1	1	100
(90) Rayador auxiliar	2	2	100				2	2	100
(91) Registrador delegado	1	1	100				1	1	100
(92) Sargento de segunda clase de Bilibid				1	1	100	1	1	100
(93) Tercer grado	511	312	61	1			512	312	61
In Manila:									
English	1,123	746	66	404	214	53	1,527	960	63
Spanish	2,257	1,185	53	368	164	45	2,625	1,349	51
Total	3,380	1,931	57	772	378	49	4,152	2,309	56

*Examinations and appointments—Continued.*

Examinations.	For original appointment.			For promotion or transfer.			Total.		
	Number examined.	Number passed.	Per cent passed.	Number examined.	Number passed.	Per cent passed.	Number examined.	Number passed.	Per cent passed.
<i>Held in provinces.</i>									
(1) Appraiser				1			1		
(2) Aprendiz	8	1	33				3	1	33
(3) Assistant	3	2	67				3	2	67
(6) Tenedor de libros	1						1		
(8) Civil engineer, junior	3						3		
(9) Escrivano	5	3	60				5	3	60
(10) Clerk, first grade	38	28	74	27	14	52	65	42	65
(10) Primer grado	18	2	11	5	1	20	23	3	13
(11) Clerk, second grade	61	42	69	1			62	42	68
(11) Segundo grado	297	148	50	101	53	52	398	201	51
(28) Hospital attendant	1	1	100				1	1	100
(33) Inspector, chief sanitary	1	1	100				1	1	100
(34) Inspector, medical	1	1	100				1	1	100
(43) Manager of stock farm	1	1	100				1	1	100
(56) Provincial treasurer	4	3	75	3	2	67	7	5	71
(62) Surveyor	1	1	100	2	1	50	3	2	67
(64) Translator	1	1	100	4	2	50	5	3	60
(64) Traductor	1	1	100				1	1	100
(65) Traductor auxiliar	11	5	45	1			12	5	42
(67) Veterinarian	2	1	50				2	1	50
(74) Delineante arquitectónico auxiliar	1	1	100				1	1	100
(75) Delineante mecánico auxiliar	1	1	100				1	1	100
(76) Delineante topográfico auxiliar	3	3	100				3	3	100
(78) Escriviente á máquina auxiliar	1	1	100				1	1	100
(86) Montero	10	4	40	1			11	4	36
(93) Clerk, third grade	8						8		
(93) Tercer grado	406	278	68	35	24	69	441	302	68
In provinces:									
English	125	82	66	38	19	50	163	101	62
Spanish	758	448	59	143	78	55	901	526	58
Total	883	530	60	181	97	54	1,064	627	59

*Recapitulation of examinations held by the Philippine Civil Service Board.*

	For original appointment.			For promotion or transfer.			Total.		
	Number examined.	Number passed.	Per cent passed.	Number examined.	Number passed.	Per cent passed.	Number examined.	Number passed.	Per cent passed.
<i>During the year:</i>									
English	1,248	828	66	442	233	53	1,690	1,061	63
Spanish	3,015	1,633	54	511	242	47	3,526	1,875	53
Total	4,263	2,461	58	953	475	50	5,216	2,936	56
<i>Previously examined:</i>									
English	1,951	1,176	60	374	219	59	2,325	1,395	60
Spanish	3,150	1,875	44	274	156	57	3,424	1,581	45
Total	5,101	2,551	50	648	375	58	5,749	2,926	51
Total English	3,199	2,004	63	816	452	55	4,015	2,456	61
Total Spanish	6,165	3,008	49	785	398	51	6,950	3,406	49
Grand total	9,364	5,012	54	1,601	850	53	10,965	5,862	53

## PHILIPPINE CIVIL SERVICE BOARD.

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*Original appointments made in the Philippine civil service upon certification by the Civil Service Board during the year ended September 30, 1903.*

Position.	English-speaking eligibles.	Spanish- speaking eligibles.	Total.
<i>Competitive.</i>			
Agricultural explorer	1		1
Agricultural assistant	1		1
Apprentice		70	70
Assistant	1		1
Attorney, assistant	1		1
Bookbinder		34	34
Bookkeeper	2		2
Chemist	1		1
Clerk of court		2	2
Clerk, first grade	95	10	105
Clerk, second grade	142	162	304
Clerk, third grade		210	210
Compositor	5		5
Compositor, junior		19	19
Cutter, junior		2	2
Dispensing clerk	1	1	2
Disinfector, chief	4		4
Draftsman, topographical	1		1
Draftsman, junior architectural		2	2
Draftsman, junior mechanical		1	1
Draftsman, junior topographical		14	14
Driver, Fire Department	41		41
Electrotype finisher	1		1
Electrotype helper	1		1
Engineer, mechanical	8		8
Engineer, steam	1		1
Entomologist	1		1
Extra observer	3		3
Expert in farm machinery and management	2		2
Gardener	1		1
Hospital attendant	14		14
Inoculator	2		2
Inspector, customs boiler	1		1
Inspector, building		1	1
Inspector, sanitary		11	11
Inspector, chief sanitary	14		14
Inspector, medical	8		8
Inspector, street	3		3
Interpreter	1	6	7
Interpreter, junior	1	7	8
Law clerk	1		1
Librarian	1		1
Laboratory assistant	1		1
Mail carrier		2	2
Manager of stock farm	1		1
Master builder	1		1
Nurse	5		5
Observer, assistant	1		1
Officer, first	1		1
Officer, second	4		4
Overseer of construction	1	1	2
Patrolman, first class	140		140
Patrolman, third class		170	170
Pharmacist	1		1
Photo-engraver, junior		1	1
Physician, municipal		2	2
Preparator of vaccine	1		1
Press feeder		7	7
Prison guard	38	40	78
Provincial treasurer	2		2
Ranger		25	25
Register of deeds, deputy		1	1
Ruler		3	3
Stenographer	9		9
Superintendent of experiment station	1		1
Superintendent of pail system	1		1
Supervisor (junior civil engineer)	2		2
Translator		5	5
Translator, junior	1	3	4
Typewriter	5		5
Typewriter, junior		8	8
Veterinary surgeon	3		3
Total competitive	579	820	1399

*Original appointments made in the Philippine civil service, etc.—Continued.*

Position.	English-speaking eligibles.	Spanish-speaking eligibles.	Total.
<i>Noncompetitive.</i>			
Armorer	1		1
Blacksmith	12		12
Blacksmith helper		1	1
Cabinetmaker	1		1
Carpenter	17	8	25
Chainman		2	2
Chief engineer	7		7
Cook	1		1
Cranesman	1		1
Engineer, assistant steam	1	3	4
Engineer of cutter, steam	1		1
Engineer and machinist	1		1
Engineer of road roller		1	1
Fireman	4		4
Foreman of laborers	5	4	9
Foreman of laundry	1		1
Foreman of pail system		1	1
Hospital steward		1	1
Inspector of masonry	1		1
Jailer		1	1
Janitor	1	1	2
Laboratory helper	1		1
Launch engineer	1	2	3
Launch master	3	3	6
Light-house keeper		17	17
Lineman	2	4	6
Machinist	9	3	12
Machinist, assistant		2	2
Mason	3	2	5
Master of cutter	2		2
Mate of cutter	3		3
Oiler	7		7
Overseer	7		7
Observer, assistant	1	2	3
Packer	1		1
Painter	2		2
Pipefitter	2		2
Pipeman		5	5
Plumber	2		2
Quarryman	1		1
Rodman	2		2
Subinspector	3		3
Superintendent of hardware	1		1
Superintendent of transportation	1		1
Teamster	115		115
Watchman	30	2	32
Water tender	1		1
Wheelwright	2		2
Wireman	1		1
Total noncompetitive	258	65	323
Total competitive	579	820	1,399
Grand total	837	885	1,722

*Appointments made through changes in the service.*

Nature of change.	English-speaking eligibles.	Spanish-speaking eligibles.	Total.
Promotion	854	576	1,430
Reduction	35	16	51
Transfer	238	56	294
Reinstatement	128	37	165
Total	1,255	685	1,940

*Appointments made in the United States.*

Position.	English-speaking eligibles.	Spanish-speaking eligibles.	Total.
<i>Original.</i>			
Analyst	1		1
Anthropologist, assistant	1		1
Assistant	14		14
Auditing clerk	4		4
Auditing and disbursing clerk	7		7
Bacteriologist	3		3
Bookbinder	2		2
Bookkeeper	18		18
Cabinetmaker	2		2
Chemist	2		2
Civil engineer	23		23
Collector of forest botany	1		1
Composer	9		9
Draftsman	2		2
Disbursing clerk	3		3
Electrotyper	1		1
Engineer, steam and mechanical	2		2
Entomologist	1		1
Expert in animal industry	1		1
House surgeon	2		2
Inspector of hulls	1		1
Inspector, medical	5		5
Nurse	6		6
Photo-engraver	1		1
Pressman	4		4
Scientific aid	1		1
Special agent	1		1
Stenographer and typewriter	38		38
Translator	6		6
Typewriter	2		2
Veterinarian	1		1
Total original	165		165
<i>By transfer.</i>			
Auditing clerk	1		1
Bookbinder	1		1
Clerk	5		5
Copy editor	1		1
Printer-proof reader	1		1
Proof reader	1		1
Stenographer and typewriter	2		2
Veterinarian	2		2
Total by transfer	14		14
Grand total	179		179

*Recapitulation of appointments made in the Philippine classified civil service.*

Nature of appointment.	English-speaking eligibles.	Spanish-speaking eligibles.	Total.
During the year:			
Competitive	579	820	1,399
Noncompetitive	258	65	323
Through changes	1,255	685	1,940
As a result of examination in the United States	165		165
By transfer from United States classified civil service	14		14
Total	2,271	1,570	3,841
Previously appointed	1,677	1,251	2,928
Grand total	3,948	2,821	6,769



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